

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE ASSISTANT SWIMMING INSTRUCTOR

TEAM Aqua School

WORKING BASE Splashpoint Leisure Centre

RESPONSIBLE TO Swimming Programme Manager & Swimming Co-ordinator

OVERALL PURPOSE OF JOB

- To assist the swimming teacher in accordance with the Aquaschool Lessons Programme
 - To help with the continual assessment of our students
 - To communicate with the Aquaschool admin team
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MAIN RESPONSIBILITIES

- To assist with the teaching of students enrolled on Aquaschool and school pupils to swim

Job Specific duties

- Assist with the Teaching of Aquaschool students to swim following schedules provided by Aquaschool Co-ordinator
- To assist with the supervision and reception of students, marking their attendance on the iPod
- To assist with the continuou assessment of students, helping to record their progress on an iPod
- To assist with the awarding of badges as prompted on schedule and by the teacher
- To assist with the marking of any students ready to move on iPod
- Liaise with Aquaschool admin team regarding any problems
- To Assist with the teaching of school pupils to the schedule supplied and test to agreed standard
- Administration of simple first aid/rescues if necessary
- Set up before lessons, checking equipment to ensure safe to use. Inform duty officer of any defective equipment
- Ensure poolside is left clean and tidy at the end of lessons
- General supervision of students, ensuring individual needs are met

Customer Service

- Refer customer enquiries to the Aquaschool admin team.
- Ensure that a high level of customer service is maintained by being helpful, courteous and

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knowledgeable about products available across South Downs Leisure sites

- Provide a welcoming and efficient customer service
- Seek to build customer loyalty with regular visitors

General

- Provide a high quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- Adhere to and keep up to date with all job-related Health & Safety legislation and requirements.
- To report any concerns regarding safeguarding whilst on shift to a Duty Manager
- To adhere to all aspects of confidentiality and data protection

Training

- SDL will provide training on Corse Pro
- Attend the swimming teacher meetings

Other

- Work will be on agreed fixed hours mainly during school term time plus help to cover extra shifts as required during periods of leave and sickness.



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www.southdownsleisure.co.uk