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**IDENTIFICATION OF JOB**

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**JOB TITLE** ASSISTANT SWIMMING INSTRUCTOR

**JOB NUMBER**

**TEAM** Swimming

**WORKING BASE** Wadurs Leisure Centre

**RESPONSIBLE TO** Swimming Programme Manager

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**OVERALL PURPOSE OF JOB**

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* To assist swimming instructors in accordance with the AquaSchool Lessons Programme
* To communicate with the Aquaschool admin team

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**MAIN RESPONSIBILITIES**

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* To assist Swimming instructors to teach students enrolled on Aquaschool and school pupils to swim

**Job Specific duties**

* To assist AquaSchool students (in the water) under the guidance of a Swimming Instructor
* Liaise with Aquaschool admin team regarding any problems
* Administration of simple first aid/rescues if necessary
* Assist with the 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 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 an overview on Course 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.