

## Job Description: Teaching Assistant Grade 4

GRADE:	3
RESPONSIBLE TO:	People and Operations Lead/Headteacher

### Main purpose

Under the management of the Head and the day to day direction of the People and Operations Lead to be responsible, individually and as part of a team, for the safety and oversight of users of swimming pool facilities.

### Duties and Responsibilities:

- Overseeing users of the swimming pool facility to ensure the safety of staff, students and community users. This may necessitate 'rescuing' users from the swimming pool should the need arise.
- Ensuring the appropriate use of facilities and equipment to prevent misuse, damage and accidents.
- Undertaking resuscitation techniques and other emergency procedures including the use of appropriate equipment.
- Controlling the use of the general swimming pool area and when not acting as Lifeguard on pool side assisting with good control in changing areas.
- Assembling and dismantling pool equipment and materials (e.g. switches), including the use of pool covers as directed.
- Providing advice and guidance to users and answering general pool or swimming enquiries.
- Maintaining basic records of use as required.
- Ensuring that Health & Safety procedures and guidance provided by the school and associated governing bodies etc is followed at all times.
- Attending In-service and external training for relevant Professional Swimming and First Aid qualifications.
- Undertaking other duties and responsibilities, as required, appropriate to the grade and the post, also the personal skills and experience of the postholder.

### The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***

**Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

## Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"><li>○ National pool lifeguard qualification</li><li>○ First Aid at Work certificate</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>○ Life saving techniques</li><li>○ Health and safety issues related to swimming pool use</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>○ Deal with emergency/first aid</li><li>○ Follow recognised procedures in pool use</li><li>○ Receive visitors in a welcoming way/friendly approach</li><li>○ Record keeping and ticket collecting in respect of pool use by community</li><li>○ Interpersonal – dealing with pool users enquiries, dealing with misbehaviour, give and receive instructions</li><li>○ Life saving/resuscitation techniques</li><li>○ Control/supervision of user of swimming pool facilities</li></ul>
Experience	<ul style="list-style-type: none"><li>○ Previous lifeguarding experience</li><li>○ Mature approach to demands of working in a school environment</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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