

**JOB TITLE:** Assistant Swimming Coach  
**DEPARTMENT:** Education Special Schools  
**HOURS:** 25/35 hours per week (start and finish times to be agreed)  
**LOCATION:** Term time only plus 3 Teacher Training Days  
Sherbourne Fields School

**Job Purpose:**

- The teaching and assistance of swimming to all ages and abilities at this all age special school
- To develop swimming skills, enhance students water confidence, support and help deliver pre planned lessons whilst also support with recording progress
- To look at how the more profoundly disabled children can take advantage of the swimming pool experience, by creating an innovative and explorative swimming programme throughout the academic year
- To ensure bathing can take place in a safe, clean, all inclusive learning environment

**Main Duties and Responsibilities:**

1. To teach/assist swimming lessons/programmes to all classes to specified levels and standards
2. Ensuring that all swimming classes meet the performance standards required by Sherbourne Fields School.
3. Taking appropriate action if a student gets into difficulties whilst in the swimming pool area and recording any incidents or accidents in line with the school health and safety policy
4. Looking after the welfare of all students
5. Promoting a positive attitude and approach to working with children maximising their full potential in the pool
6. Maintaining a professional manner at all times
7. Reporting all health and Safety issues to the Lead Swimming Coach or other appropriate member of staff, to ensure the safety to all
8. To ensure pool water is monitored and recorded on a daily basis
9. To undertake some Teaching Assistant work in the classrooms to provide some variety and balance to the role

10. To assist with the planning and recording student's progress
  11. Assist class teams in preparing the students for their swimming session. This includes supporting with personal care
  12. To maintain the swimming pool area including cleanliness of specific equipment including changing beds, pool hoists and changing room facilities (supported by a cleaner)
  14. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

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

This post is subject to exemption from The Rehabilitation of Offenders Act (1974) and will require disclosure through the Criminal Records Bureau (CRB).

All appointments are subject to the receipt of satisfactory references, medical clearance and ability to comply with the Asylum and Immigration Act (1996).

**Responsible to:** Lead Swimming Coach and Deputy Primary and Secondary Headteacher

**Date Reviewed:** October 2023

**Updated:** October 2023