



St Margaret's

SPORTS CENTRE

MERRY HILL ROAD. BUSHEY. HERTFORDSHIRE. WD23 1DT

TEL: 0208 416 4600. Email: sportscentre@stmargarets.herts.sch.uk Web: www.stmargaretssportscentre.org.uk

Job Description: Assistant Swimming Teacher

- Department:** Sports Centre
- Reports to:** Centre Manager/ Assistant Manager/ Swim School Manager
- Job Purpose:** To assist with the safe and effective running of swimming Lessons in accordance with job specification, all operational and safety guidelines.

Duties & responsibilities:

1. To provide safe and effective assistance to swimming lessons either in the swimming pool or on poolside in line with guidance from Swimming Teacher.
2. To carry out instructions given from the Swimming Teachers safely and accurately
3. To be responsible for the safe keeping and storage of equipment during swimming lessons.
4. To maintain the high standards held within the swim school at all times.
5. To provide a welcoming and pleasant class atmosphere to all pupils in lessons.
6. To interact with all children in your class in a friendly and positive manner.
7. To follow all child protection and admissions policies as issued on commencement of work.
8. To report any observations to the class teacher regarding an individual's skill or ability.
9. To wear uniform provided and be well presented at all times.
10. To be responsible for ensuring all your working hours are recorded correctly.
11. To be aware of Child Protection Policies & Reporting.
12. In the event of sickness and the inability to work inform a member of the sports centre staff as soon as possible.
13. To assist with swimming lesson administration when necessary during your shift.
14. To attend regular staff training and meetings to ensure complete competence