



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: ASA LEVEL 1 TEACHERS CERTIFICATE

JOB TITLE: ASSISTANT TEACHER

ACCOUNTABLE TO:

- Senior Session Teacher

RESPONSIBLE FOR:

- Teaching groups/squads

RECOMMENDED QUALIFICATIONS:

- ASA Level 1 teaching Certificate or any other suitable internationally recognised qualification
- Child protection courses
- Working with children
- A first aid certificate would also be advantageous
- A rescue teachers certificate/bronze medallion would also be advantageous

SKILLS REQUIRED:

- Ability to gain young swimmers confidence.
- Sound organisational skills.
- Ability to motivate swimmers.
- Ability to communicate with effectiveness.
- Patience.

MAIN DUTIES:

- 1) To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming, under the guidance of the senior session teacher.
- 2) Keep an up to date register of all swimmers attending each session
- 3) Make a note of details of any particular need of an individual swimmer.
- 4) Ensure that you can access emergency contact details for all swimmers in your group.
- 5) Abide by all policies and codes as required by the club.
- 6) Ensure that you have copies of injury report forms available at all times.
- 7) Ensure that all qualifications are renewed and updated as and when required.
- 8) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 9) To follow and promote the ASA Child Protection Policy and attend all mandatory courses as required by the ASA/Child Protection.

Print Name: _____ **Time Commitment:** _____

Signatures: _____ **Date:** _____

Chairperson _____ **Date:** _____