

BRADFIELD COLLEGE
JOB DESCRIPTION

JOB TITLE: Swimming Lesson Assistant **REPORTS TO:** Sports Complex Manager

DEPARTMENT: Sports Complex **DATE:** January 2026

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE:

During the school term we run a very busy children's swimming lesson programme at the weekends at both Bradfield Sports Complex and St Andrews School. Under the guidance of the swimming teacher the Water Helpers are there to assist the children in the early levels of their swimming development. We also require Water Helpers to assist with our school holiday intensive course programmes.

PRINCIPAL ACCOUNTABILITIES:

- Prompt arrival before the lesson is due to start giving ample preparation time.
- Preparation will include changing into appropriate swimming clothing – One Piece and Shorts Female staff, Shorts for Male staff. A staff T-Shirt will be provided. All hair tied back, no make-up or jewellery is allowed to be worn.
- Report to the Swimming Teacher before the lesson starts to discuss how the lesson is planned and what the teacher requires the Helper to do throughout the lesson.
- The Water-Helper should be constantly aware of the safety concerns of the swimming lessons. Any children that the Water-Helpers are given charge of by the Swimming Teacher should be constantly watched making sure that all pupils are safe and are doing as they have been asked to do.
- The Water-Helper should assist in the lessons to help improve the swimming skills of the children. The Water Helper will do this by helping the pupils carry out the teacher's instructions.
- At the end of the lessons the Water-Helper should assist the Swimming Teacher with the tidy up of equipment.
- Before leaving poolside the Water-Helper should communicate with the Swimming Teacher to assess the outcome of the lessons and any improvements that could be made.
- Following the lesson all Water Helpers are required to sign in on ESS to log their hours, and submit for approval. This can be done via their own mobile device or a PC in the Duty office

SAFETY OF SITE:

- All staff will assist the Duty Manager with the Emergency Evacuation Plan ensuring the children are escorted safely to the designated assembly point.
- Accidents must be reported and be treated by either the Lifeguard or Duty Manager.
- Check all the activity equipment is safe to use before the activities commence and a visual risk assessment is carried out.
- Report any potential hazards to the Lifeguard or Duty Manager.

SKILLS & QUALIFICATIONS:

- It is essential that you can communicate well with young children and have empathy in your approach.
- It is important you remain patient at all times with the child/children. Remaining calm will assist the child in their swimming development.
- Being a confident and good swimmer yourself is key to this role as demonstration is required in both the shallow and deeper end of the pool.
- ASA Stage 6 & above desirable.

EXPERIENCE:

- Previous experience of working with children would be desirable.
- Previous experience of a sport or activity based background would be to your advantage.

The post-holder of this post may perform other related duties as negotiated to meet the on-going needs of the College, and due to the College continually evolving and progressing may be amended at any time, in conjunction with the post-holder, to allow for improvements to the levels of care and the protocols by which the College functions.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

Safeguarding

Bradfield College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening as part of their application. This includes submitting an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).