



# Fairfields School

## Inspiring everyone to shine

### Learning Support Assistant with Swimming Responsibility Level 4 – Grade G Job Description

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

**Responsible for the management and development of a specialist area within the school.**

**Overall job purpose:**

To lead the warm water swimming sessions within school. Supporting pupils who require a swimming session to support their physical development and/or the delivery of water confidence and water safety sessions for our Upper Key Stage 2 pupils. To ensure the safety of all pool users and bystanders by intervening to prevent accidents and responding to emergency situations.

**Specific responsibilities related to swimming:**

- Provide poolside instruction or in pool instruction to develop children's confidence in the water and learn how to be safe
- Where appropriate demonstrate and instruct in stroke technique; water skills (treading water/use of floats); diving; lifesaving skills
- Prepare the lesson plans in line with medium term planning
- Evaluate pupil performance and make brief notes
- Clear away pool equipment at the end of each lesson
- Carry out specific duties related to the pool e.g., pool testing (training to be provided)
- Be a qualified lifeguard and first aider (training to be provided if needed).
- To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
- To have read, understood and be aware of the latest Fairfields Pool Safety Operating Procedure and follow the guidance and procedures laid out in the Normal Operating Procedure and Emergency Action Plan.
- To contribute to the annual report to parents by writing a summary of progress for pupils.
- To supervise all swimmers and not allow them to enter the water until it is adequately supervised and safe to do so.

- To safely set up and pack away equipment within sessions as necessary.
- To communicate effectively with the Class teachers and senior leaders

On occasions, our school swimming sessions must be cancelled, for example due to low staff ratios, or pool maintenance. When this occurs, the expectation will be that swimming staff support children in the classroom.

**Generic Level 4 responsibilities:**

**Support for pupils**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Take a lead role in managing and delivering pastoral support to pupils
- Undertake comprehensive assessments of pupils to determine those in need of particular help
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Assist the teacher with the development and implementation of individual learning/behaviour/support/mentoring plans
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for identified pupils
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Challenge and motivate pupils, promote, and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, and behaviour
- Carry out medical procedures\* (e.g., catheterisation and gastrostomy feeding) in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with school
- To care for a sick or injured child accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care

**\*Medical procedures will only be administered once member of staff is fully trained and signed off by health professional as being competent in identified medical procedures.**

**Support for teachers**

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate. (Work with other staff in planning, evaluating, and adjusting learning activities as appropriate)
- Support pupils' access to learning using appropriate strategies, resources etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically providing evidence of range and level of progress and attainment

- Take lead role in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Administrative support e.g., dealing with correspondence, compilation/analysis/reporting on attendance, etc., making phone calls etc.

### **Support for the curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Actively seek information and utilise the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **Support for school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Assist in the supervision, training, and development of staff
- Supervise pupils and plan activities out of lesson times (*for example at lunchtimes*) to enhance service delivery and encourage structured and positive play
- Supervise pupils on visits, trips and out of school activities as required
- Liaise between managers/teaching staff and teaching assistants
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

## Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all the essential criteria	
Qualifications	<ul style="list-style-type: none"><li>• Level 1 Swimming Coach Certificate or equivalent</li><li>• National Pool Lifeguard Qualification (NPLQ) or equivalent, or willing to work towards</li></ul>	<ul style="list-style-type: none"><li>• Level 2 Swimming Teacher Qualification or equivalent</li><li>• National Rescue Award for Swimming Teachers and Coaches (NRASTC)</li><li>• National Pool Lifeguard Qualification (NPLQ) or equivalent</li><li>• Sports degree or equivalent</li><li>• Level 2 or higher sports coaching qualifications</li><li>• First Aid at Work Qualification</li><li>• Paediatric First Aid</li><li>• Pool Plant Operations</li></ul>	<ul style="list-style-type: none"><li>• Production of the applicant's certificates</li><li>• Discussion at interview</li><li>• Independent verification of qualifications</li></ul>
Experience	<ul style="list-style-type: none"><li>• Teaching/Coaching school age children</li><li>• Teaching/Coaching preschool children</li><li>• Lesson planning and assessment</li><li>• Teaching 1:1 and group lessons</li><li>*Newly qualified swimming teachers/coaches will be considered.</li></ul>	<ul style="list-style-type: none"><li>• Teaching/coaching children with SEND</li><li>• Experience of managing challenging behaviours</li><li>• Assessing and grouping swimmers</li><li>• Ability to team teach, lead, or assist</li></ul>	<ul style="list-style-type: none"><li>• Contents of the application form</li><li>• Interview</li><li>• Professional references</li></ul>

Skills	<ul style="list-style-type: none"> <li>• Adaptive teaching to allow for pupils needs</li> <li>• An ability to demonstrate correct technique in the pool or on poolside</li> <li>• An ability to give clear explanations and elaborate if needed to make yourself understood</li> <li>• Team player</li> <li>• Ability to communicate effectively and appropriately to students, parents, customers &amp; other staff</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• A good knowledge and understanding of stroke and water skills techniques</li> <li>• Knowledge of Swimming Teachers Health and Safety responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the principles of effective teaching</li> <li>• Pool operations</li> <li>• Pool health &amp; safety</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Ability to relate well to young people and working in a school environment.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to develop swimmers to the best of their ability</li> <li>• Positive attitude towards developing swimming activities within a school</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Signed.....

Date.....

Print Name .....