

Title: Assistant Swimming Teacher

Unit/School: Cardiff Met Sport

Grade: 2 A/B

HERA: CMETS16

Role Purpose

Work with the teaching team to maximise the participant experience within Cardiff Met Sport Aquatic programmes.

Support the lead Swimming Teacher with delivery of inclusive, safe, and effective swimming lessons for a range of participants, using appropriate equipment and methods.

Adhere to relevant industry legislation and organisational policies and procedures in line with organisational guidelines and best professional practice.

Main Duties & Responsibilities

- Assist the lead Swimming Teacher with the planning, delivery of engaging and progressive sessions in the Learn to Swim programme, school swimming programme and intervention programme.
- Ensure the needs of swimmers are met within a dynamic and inclusive environment by acting as an Ambassador for Aquatic Programmes at Cardiff Met Sport.
- Develop and utilise behaviour management strategies to support ongoing participant experience and engagement.
- Act as assistant teacher in swimming lessons and support the lead Swimming Teacher to ensure that comprehensive teaching plans are followed and delivered according to the relevant framework.
- Assist the lead Swimming Teacher with continuous assessment.
- Mentor and aid the development of volunteers.
- Commit to personal development to keep up to date with relevant qualifications.
- Consider and act in accordance with current legislation in terms of Child Protection and Health & Safety when delivering, planning, and evaluating.
- Responsible for checking any equipment used during sessions and ensure that the equipment is appropriately issued and returned to storage after the activity.
- Support the lead Swimming Teacher to safely set up, dismantle and store equipment.

- Attend Staff training and Staff meetings when required
- Wear suitable uniform that will be issued from the Aquatics Development Manager.

Person Specification

Essential Qualifications / Professional Memberships

1. A recognised Level 1 in Teaching Aquatics:
 - a. SEQ Level 1 Swimming (Assistant) Teacher.
 - b. STA Level 1 Award in Teaching Swimming.

Essential experience, knowledge and skills

1. Understanding of the importance of Customer Care and service delivery.
2. Understanding of Safeguarding & Child Protection policies.
3. Excellent verbal communication skills
4. Ability to use effectively, set up, dismantle, maintain, and store sports equipment safely.
5. Assistant Swimming teacher in a school, club or recreation environment
6. Experience of recording swimmer's progress.

Desirable

1. Child Protection and Safeguarding Qualification.
2. Understanding of Health and Safety legislation.
3. Experience of working in a customer focused environment.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user				



Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS child barred list check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.