##

## Sparkle Aquatic Helper

## Job Description

## Post title: Sparkle Aquatic Helper

**Responsible to: Activities Development Officer**

**Location: Crownbridge school Cwmbran**

**Rate of pay: National minimum wage – age dependent**

**Hours: Monday 1.5 hours**

**Contract Period: 12 months fixed term contract**

**Job Purpose**

To offer assistance to children/young people with disabilities and/or developmental difficulties from within the swimming pool, under the supervision of a swimming teacher. The role may also entail offering support to the swimming teacher in a poolside capacity, by observing the children/young people within the lesson, and also assisting with administration duties.

**The role of the Aquatic Helper**

1. To be a role model
2. Assist children and young people in the water that need support, by encouraging them, offering manual support and reassurance.
3. Ensure equipment is set up ready for the start of the lesson.
4. Assist the swimming teacher in delivering fun, challenging, enjoyable lessons.
5. Assist in checking of teaching equipment, ensuring it is fit for purpose. Report any defects in apparatus and equipment to Sparkle Lifeguards or Sparkle Team Leader.
6. Treat all children and young people fairly and consistently.
7. Ensure professionalism at all times.
8. Participate in all necessary external and internal training as required by Sparkle or Aneurin Bevan University Health Board and comply with the requirements of ongoing training in line with your qualification.
9. Assist in the promotion of the facility by maintaining a high standard of dress and appearance at all times.
10. To volunteer your time on up to 4 days per annum (pro rata) for the purposes of running or assisting in Sparkle Fun Days or similar.
11. Undertake any other duties, commensurate with the grade of the post, as directed by the Sparkle Leisure Team Leader.

**Management Responsibilities**

No management responsibilities

**Responsible to**

Activities Development Officer

**Pre-employment recruitment**

Prior to employment commencing all staff are subject to an occupational health assessment and Enhanced Disclosure and Barring check with a children barred list check. Once these checks are completed employment can commence. We are a small charity and recruitment costs are high and therefore if a candidate decides to withdraw before commencement or within induction period Sparkle will seek to recover these costs from the candidate.

**Disclosure and Barring Service**

This post is subject to an enhanced Disclosure and Barring check with a children barred list check.

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared.

Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

**Person Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Indicated by** |
| Experience |  | Experience of working in a leisure facilityWorking with Children and Young People with a disability or developmental difficulty and their families | Application Form & Interviews |
| Knowledge | Knowledge of swimming and swimming techniques that are taught to help participants |  | Application Form & Interviews |
| Professional Skills | Ability to interact with children & young peopleEstablish good working relationships with staff and volunteersAre able to adapt quickly and flexibly to situations to ensure the smooth running of sessions should unexpected events occur  Are polite and courteous at all times, regardless of the situation |  | Application Form, Interviews & references |
| Personal Attributes | MotivatedAdopt a friendly, happy, welcoming approachApproachableExcellent communication skillsReliable and committedOrganisedAble to work as part of a teamShow empathy, patience and understanding |  | Application Form, Interviews & references |