

Post Title	Coached Programmes Assistant - Modern Apprentice
Division	Sport and Active Communities
Section	Various
Location	City Wide

Responsible to	Coached Programme Coordinator
Responsible for	N/A

Job Purpose

- 1 To give more children and young people, including those with additional needs or disabilities, the chance to take part in aquatics by providing coaching and building partnerships.
- 2 Help with and deliver swimming lessons within the aquatic's pathway.

General Responsibilities

- 3 Learn how to manage and use money and resources properly, following the company's rules.
- 4 Learn about and support the company's commitment to equal opportunities.
- 5 Learn to follow the Health and Safety Policy and understand
 - how to apply it to your work
 - your colleagues work,
 - others who may be affected.
- 6 Learn to check that health and safety measures are working well and help improve them when needed.

Role Specific Responsibilities

- 7 Learn to carry out coaching jobs, making sure all participants have a good quality experience.
- 8 Learn to support the aquatics pathway for children and young people, helping to create opportunities that motivate and inspire more people to take part.
- 9 Learn to keep participants safe and well behaved during sessions, preventing injury, misuse or damage to equipment, while creating a fun and positive learning environment.
- 10 Learn how to set up and pack away equipment safely so lessons run smoothly and are enjoyable for everyone.
- 11 Learn to check all equipment before use, report anything broken or unsafe, and tidy everything away after each session.
- 12 Learn to talk with parents, carers and participants to give feedback on progress and explain the next steps in the aquatics pathway.
- 13 Learn to work with Scottish Swimming, local clubs, sports development staff and other partners to strengthen the aquatics pathway and link opportunities between schools, clubs and the community.
- 14 Learn what to do if an accident happens involving a participant, member of the public or staff member. Learn to get help from a First Aider and make sure all forms are filled in correctly and on time, following Sport Aberdeen's procedures.

- 15 Learn to follow the code of ethics and conduct for sports teachers and coaches as set out by the relevant Scottish Governing Body of Sport and Sport Aberdeen.
- 16 Learn to complete session registers, collect the right information and prepare reports when needed.

Methods of Working Expectations

The post holder will be expected to:

- 17 Work well with others, building good teamwork with partners and colleagues.
- 18 Act professionally and build trust and respect with the voluntary sector.
- 19 Use computer systems properly, keep information private and follow data rules.
- 20 Use IT and company systems correctly, following company rules.
- 21 Take part in any training needed for your role.

General Conditions

- 22 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].
- 23 Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to your line manager.
- 24 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 25 The Company operates a no-smoking policy.
- 26 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.
- 27 Modern Apprenticeship is an 18-month programme

Prepared/Updated by	Dianne Breen, Coached Programme Manager	October 2025
Approved by	Nickie Scorgie, Head of Human Resources & Organisational Development	October 2025
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