



## AQUAMARK ASSESSORS

We are currently in the process of reviewing the ASA Aquamark Accreditation programme. The programme will be streamlined and updated to bring in line with current thinking and be better aligned with other Accreditation programmes. As part of this process we are looking to recruit more people to join the team of ASA Accreditation Assessors working for the ASA Awarding Body.

Centres able to apply for assessment will include swim schools, school swimming programmes and learn to swim programmes and we would welcome applications from persons able to specialise in these areas and all persons with experience of delivery across all areas.

At the moment all we need is for you to register your interest by submitting a letter outlining your suitability for the role for which details are outlined below plus a supporting CV. If selected you will be required to attend a training day in Loughborough. NB: Not all those expressing an interest will be selected to attend the training and subsequently be invited to fulfil this role.

NB: Travelling expenses to attend the training event will be met by the ASA.

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### 2.6 Roles and Responsibilities of Aquamark Assessor

Role:

- Ensuring that the standards and quality assurance procedures set out by the Awarding Body are implemented.
- Providing support to organisation including planning for their ongoing development.

Responsible to: ASA Awarding Body

Responsibilities:-

- Ensuring that the information provided by the organisation meets the requirements of the Awarding Body and that the organisation operates in accordance with the requirements of the Awarding Body.
- Completion of reports and other documentation as required by the Awarding Body.
- Promotion of best practise.

Fulfilling the role:-

In order to fulfil the role the Aquamark Assessor will be required to:-

- Visit new or accredited organisations as required.
- Complete all documentation as specified by the Awarding Body.
- Provide advice and guidance to organisation plus monitor organisations once approval has been granted.
- Liaise with the Awarding Body and complete all documentation required by the Awarding Body and within the stated timescales.
- Attend training events or workshops organised by ASA Awarding Body.

**NB: Currently the fee for carrying out an Aquamark Assessor visit is £100 for mystery visit and £140 for an assessment visit plus travelling expenses at 40p per mile**

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**Please forward your CV and cover letter to The Personnel Department, 39 Granby Street, Loughborough, LE11 3DU before 8<sup>th</sup> May 2009.**

## Person Specification – Aquamark Assessor

ESSENTIAL	DESIRABLE
Level 2 ASA Teacher or above.	Knowledge of school swimming and the National Curriculum Training Programme.
Experience managing swimming programmes and has knowledge and experience of the new National Plan for Teaching Swimming stages 1-10.	Knowledge of other aquatic disciplines
Positively promotes the ASA and British Swimming.	Full driving licence
Is aware of the broader picture, whilst retaining an objective approach to the job in hand	Quest Assessor
Knowledge of the ASA and other relevant programmes/ frameworks eg LTAD, UKCC, Swim 21.	Completion of Assessor training. A1/V1 (D32/D33) qualifications would be an advantage
Adopts a systematic approach, and pays attention to detail.	
Focuses on quality service and review for continuous improvement.	
Communicates effectively and clearly. Excellent written communication skills and experience of report writing.	
Demonstrates high personal standards with regard to dress, ethical principles and punctuality. Treats people with respect and ensures confidentiality of information.	
Experienced in mentoring staff.	
Adheres to the ASA Code of Ethics, Equal Opportunities policy and Child Protection Policy.	