



POSITION TITLE: Casual Swim and Squad Coach

DATED: May 2017

REPORTS TO: Director of Swimming

Prepared by: Head of Human Resources

POSITION PURPOSE

To provide a safe, structured, enjoyable, motivating, stimulating environment that allows swimmers to achieve their goals.

POSITION STATUS

Qualified, experienced and passionate swim instructors who are highly motivated individuals to cover a multitude of hours and programs including Learn To Swim, Preschool aquatics, swimming and water safety classes. Our swim school operates 6 days a weeks.

A squad coach works with squads, attend swim meets and club functions.

QUALIFICATIONS AND SKILLS – must be up-to-date

- Swim Australia or Austswim teacher of swimming and water safety certificate
- Bronze Licence
- Working with Children Check
- First Aid
- CPR
- Anaphylaxis

WORKING RELATIONSHIPS

Coaches must show a passion for aquatics education as well as, be available for a flexible roster including morning, afternoon and weekend work. Energetic, self-motivated and driven. Be friendly, confident and well-presented and have a passion for working with children.

All staff will be reviewed and monitored to ensure high standard of teaching. These review will be done on an individual basis with the director of swimming or the swim school coordinator.

DUTIES, RESPONSIBILITIES & ESSENTIAL JOB FUNCTIONS

- Arrive at least 15minutes prior to your shift starting to help set up and communicate with the coordinator about the upcoming shift;
- Ensure correct College uniform is worn;
- Help Pack up at the end of the shift;
- Complete the Reporting, recording of skills and attendance sheet, including but not limited to the following
 - Maintain up-to-date list of participants
 - Prepare and submit necessary reports
 - Maintain student/enrolment information
 - Supervise preparation of all participants meet entries
 - Maintain current PB's of each squad member;
 - Attend four (4) training sessions per year
 - In-house information/update session

- CPR (offered in-house)
- Anaphylaxis updates (completed in-house)
- Team meeting at the end of the year to discuss options for the following year;
- Deliver structured squad sessions that adhere to seasonal plans;
- Prepare effectively for each squad session;
- Ensure that a safe training environment for all students, with consistent feedback, corrections and encouragement;
- Understanding of how equipment is used, drill progressions and work area;
- Conduct themselves in a professional manner at all times;
- Provide leadership in the selection, assignment, and evaluation of swimmers moving into or up from your squad;
- Create an environment that is conducive to learning and appropriate to the maturity and interests of the swimmers;
- Predetermined amount of Victorian state qualifiers relative to squad size and seasonal plan;
- Promote and encourage school spirit by supporting all school activities;
- Foster good school-community relations regarding the swim program;
- Assist in the preparation of the swim meet calendar;
- Any other tasks as deemed appropriate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk and/or hear. The employee frequently is required to climb, balance, stoop, kneel, crouch, and/or crawl. The employee is required to reach with hands and arms. The employee must occasionally lift and/or move up to 70kg (Body Weight). Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

GENERAL

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive;
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
 - Accountability – we do our work with honesty, integrity and enthusiasm;
 - Performance – we perform to the best of our ability;
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

OTHER SKILLS AND ATTRIBUTES

Discretion and confidentiality are essential

Initiative and confidence to make contributions/suggestions

Time management skills - able to work to deadlines

Overall good interpersonal skills when working in a team environment

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.