



Position Title:	Casual Swim Instructor
Prepared:	February 2023
Reports To:	Director of Cocurriculum
Prepared by:	Head of Human Resources

Position Purpose

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

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 six days a week. A squad coach works with squads, attend swim meets and club functions.

Position Status

The position is casual. Start date as per your letter of offer.

Qualifications and Skills – must be current and up to date

- Swim Australia or AustSwim teacher of swimming and water safety certificate
- Working with Children Check
- CPR certification
- Anaphylaxis
- Bronze Licence (Coaches)
- First Aid (Preferred but not mandatory)

Duties, Responsibilities & Essential Job Functions

Coaches must show a passion for aquatics education as well as being energetic, self-motivated and well-presented and have a passion for working with children.

They must be available for a flexible roster including morning, afternoon, and weekend work.

All staff will be reviewed and monitored to ensure high standard of teaching. These reviews will be done on an individual basis with the Director of Cocurriculum or the Swim School Coordinator.

Tasks include the following

- 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 (may be offered in-house)
 - Anaphylaxis updates (completed in-house)
 - team meeting at the end of each term.
 - 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
 - Understand how equipment is used, drill progressions and work area
 - Always conduct themselves in a professional manner
 - 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.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to Health, Safety and Wellbeing;
 - 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.