

POSITION DESCRIPTION

LEARN TO SWIM TEAM LEADER



POSITION HOLDER:	Vacant
SECTION:	Friends Health & Fitness
POSITION REPORTS TO:	Assistant Manager
REPORTS TO POSITION:	Swimming Instructors
CLASSIFICATION:	Level 3, The Friends' School (Health & Fitness) Enterprise Agreement 2018 Permanent part-time
STUDENT CARE:	LTS students
HOURS OF WORK:	20 hours/fortnight

PURPOSE

The role of the Learn to Swim (LTS) Team Leader is to support the swim team to provide a consistent standard of high-level instruction, and to be the point of contact for swim school families during lesson times.

PRIMARY DUTIES

- o Induct new LTS staff into their roles
- o Ensure LTS staff adhere to Centre policies and procedures
- o Implement The Friends' School and FH&F Policies and Procedures as required to achieve best practice and maintain consistency across all staff
- o Teach LTS classes
- o Undertake and timetable LTS student assessments
- o Respond to parent enquiries
- o Ensure consistency in teaching techniques and skill assessment amongst instructors
- o Ensure instructors follow lessons plans (once lesson plans are developed – in the meantime ensure all instructors write and record their lesson plans for each class)
- o Ensure instructors are keeping their class sheets up to date with attendances and skill attainment.
- o Lead and motivate the LTS instructor team to maximise staff commitment, student engagement and class occupancy
- o Maintain communication with LTS staff and children including providing input into newsletters, emails, phone calls, face to face conversations and social media
- o Contribute to regular social media posts
- o Prepare handwritten LTS class sheets and certificates when required

- o Induct, supervise, assist and assess students undertaking practical work experience, or their AUSTSWIM qualifications
- o Ensure all children wear swimming caps and abide by Centre rules (for example not using the spa/steam room)
- o Assist in maintaining a clean and hygienic aquatic environment
- o Monitor and maintain LTS equipment and advise the Assistant Manager of any additional requirements
- o Maintain a high level of safety within the aquatic environment and remain observant of hazards in order to minimize risk to the public and staff
- o Report LTS feedback to the Assistant Manager
- o Facilitate quarterly LTS team meetings, trainings and workshops
- o Have an understanding of all departments within the Centre and a willingness to help out as and when required
- o Undertake customer service/administration work during off peak LTS periods
- o Other duties as delegated within the skills and qualifications of the position

DELEGATIONS

- o All purchases must be recommended to the Assistant Manager

SUPERVISION OF POSITIONS

- o Learn to Swim Instructors

KEY RELATIONSHIPS

- o Centre Manager
- o Assistant Manager
- o Facility Coordinator
- o Centre staff
- o Members and Users of the Centre
- o Swim School families
- o External hire groups and external schools

SELECTION CRITERIA

1. A minimum of AUSTSWIM and considerable practical experience, AUSTSWIM assessor certification, Current First Aid, CPR, Bronze Medallion (or the ability to obtain a pool rescue qualification), successful National Police Check and current Working with Vulnerable Persons Check (employment category).
2. Proven experience in staff leadership.
3. Presentable handwriting for the preparation of LTS class sheets and certificates.
4. Ability to work across a range of hours including daytime, after school and occasional Saturday mornings.
5. High level interpersonal skills and the ability to successfully communicate with a broad range of customers, specifically LTS parents.
6. Ability to work safely in a health & fitness environment and be fit to carry out the duties of the position

CONDITIONS OF EMPLOYMENT

- o A salary will be paid according to qualifications and experience at rates stated in The Friends' School (Health & Fitness) Enterprise Agreement 2018.
- o General conditions of employment will be in accord The Friends' School (Health & Fitness) Enterprise Agreement 2018 and The Friends' School Staff Code of Conduct.
- o It would be expected that this position would take annual leave during holiday/off peak periods by negotiation.
- o Provision is made for Long Service Leave in accordance with the Long Service Leave Act 1976, with the exception that employees are entitled to Long Service Leave after ten years of service.
- o In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.
- o Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- o All appointments are made subject to the provision of a satisfactory National Police Record Check and current Working with Vulnerable People Registration (employment category). Any offer of appointment will become void should the Police Record Check or Working with Vulnerable People Registration present any concerns in respect to our Duty of Care to students and staff of the School.
- o It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- o In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - Take reasonable care for your own health and safety; and
 - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- o Fee concessions are available to assist staff in having their children educated at the School.
- o Corporate Health Insurance Plan through BUPA Australia and St Lukes.
- o No cost use of gym and pool at Friends Health & Fitness.

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefor it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from The School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance and understanding of the revised position description.

Name:

Date:

Signature: