

POSITION DESCRIPTION

LEARN TO SWIM LIAISON OFFICER

THE FRIENDS' SCHOOL



POSITION HOLDER:	VACANT
SECTION:	Friends Health & Fitness
POSITION REPORTS TO:	Learn to Swim Officer
REPORTS TO POSITION:	Swimming Instructors
CLASSIFICATION:	Level 3, Permanent part-time (\$25.94 per hour)
STUDENT CARE:	Yes
HOURS OF WORK:	35 hours/fortnight Mon – Fri 2.45pm – 6.15pm with occasional weekend work and school holidays

PURPOSE

The role of the Learn to Swim (LTS) Liaison Officer is to supervise and support the LTS team from pool deck, to provide consistent, high quality swim class instruction and to be the primary point of contact for swim school families during lesson times.

PRIMARY DUTIES

- Supervise and deliver safe, high quality Learn to Swim classes for children and adults with a range of abilities, whilst actively maintaining a high level of safety.
- Actively lead and motivate the LTS team, ensuring you maintain a professional personal presentation as a representative of the Friends Health & Fitness team, supporting all members of the LTS team.
- Ensure accurate administration and preparation for all programs by the LTS team, including lesson plans, attendance, assessments and recommendations/predictions in accordance with the centre's Learn to Swim practices and procedures.
- Assist with the safe set up of equipment prior to the start of classes and correct storage of equipment at the conclusion of classes, ensuring all equipment is clean, safe and maintained in good condition.
- Actively engage with parents/guardians, responding to enquiries and providing timely feedback regarding their child's enrolment, participation, progression, assessments and recommendations. Promote the centre's programs and offerings.
- Attend training and professional learning sessions to ensure skills and knowledge are current, and actively monitor qualification expiry dates to ensure these remain current at all times.
- Induct, supervise and support new and developing LTS Instructors, ensuring adherence to centre policies and procedures to maintain consistency in teaching techniques and skills assessments.
- Be aware of schedules and rosters for LTS instructors, and stay informed on requirements and expectations through workplace communication channels, raising any concerns or questions with the Learn to Swim Officer.

- Other duties as delegated within the skills and qualifications of the position.

SUPERVISION OF POSITIONS

- Learn to Swim Instructors

KEY RELATIONSHIPS

- Learn to Swim Officer
- Parents
- Assistant Manager
- Centre Manager
- Facility Coordinator
- Centre staff
- Members and Users of the centre
- External stakeholders
- Local schools and community groups

SELECTION CRITERIA

1. Current swimming and water safety/ swim teacher qualification with the following competencies or equivalent:
 - *SISCAQU002 Perform basic water rescues*
 - *SISCAQU008 Instruct water familiarisation, buoyancy and mobility skills*
 - *SISCAQU009 Instruct water safety and survival skills*
 - *SISVAQU010 Instruct swimming strokes*
 - *SISSS00112 Swimming and Water Safety Teacher*
2. Proven practical experience in teaching swimming to children and/or adults, assessing swim teachers and supervising teams.
3. Demonstrated experience in staff leadership, support and supervision in an aquatic team environment to ensure employer and customer expectations are met.
4. Ability to develop friendly, courteous and professional relationships with a range of customers and stakeholders.
5. Current Pool Lifeguard or Swim Teachers Award
6. Current First Aid Qualification and CPR certificate
7. Current Working with Vulnerable Persons Check (employment category)

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore 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 of the above position description.

Name:

Date:

Signature: