

POSITION DESCRIPTION
LEARN TO SWIM INSTRUCTOR - CASUAL

THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Friends Health & Fitness
POSITION REPORTS TO:	Learn to Swim Officer
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Classification to be determined based on qualifications The Friends' School (General, Early Learning and Fitness) Enterprise Agreements 2021 Fitness Classification
STUDENT CARE:	Yes
HOURS PER WEEK:	Casual

PURPOSE

The role of a Learn to Swim Instructor is to deliver Learn to Swim classes in a safe and friendly manner that educates, enhances and develops confidence in the swimming ability of people of all ages and levels.

PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Conduct quality and safe Learn to Swim classes for students with a range of abilities, providing accurate assessment of students in accordance with the Centre's Learn to Swim practices and procedures.
- Deliver relevant aquatic programs for children and adults, and actively maintain a high level of safety for all students in the class and the general public.
- Ensure that all classes are correctly prepared for and all administration including lesson plans, attendance, assessments and recommendations/predictions are completed accurately and in a timely manner.
- Safely set up required equipment prior to the start of classes and correctly store equipment at the conclusion, ensuring all equipment is clean, safe and maintained in good condition.
- 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.
- Be aware of schedules and rosters allocating specific time slots and classes as part of your position, stay informed on requirements and expectations through workplace communication channels, raising any concerns or questions with the Learn to Swim Officer.

- Ensure you maintain a professional personal presentation as a representative of the Friends Health & Fitness team, and support all members of the Learn to Swim team to ensure best quality outcomes and communication for our customers.
- Other duties as delegated within the skills and qualifications of the position.

KEY RELATIONSHIPS

- Learn to Swim Officer
- Learn to Swim Liaison Officer
- Assistant Manager
- Centre Manager
- Parents
- External stakeholders (including Learn to Swim students and parents)
- Local schools and community groups

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. 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*

3. Relevant experience in teaching swimming to infants, children and/or adults
4. Relevant Access and Inclusion training and experience is highly desirable
5. Ability to work with minimum supervision and to work safely as part of a cohesive team
6. Ability to develop friendly, courteous and professional relationships with a range of customers and stakeholders.
7. Current:
 - Pool Bronze Medallion or Swim Teachers Award
 - First Aid Qualification
 - CPR certificate
 - Working with Vulnerable Persons Check (employment category)
8. Have the ability to work safely in a school and aquatic environment and be fit to carry out the duties of the position.
9. Be at ease with Quaker values and the ethos of The Friends' School.

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: