



ROLE DESCRIPTION

CASUAL LEARN TO SWIM INSTRUCTOR

ROLE PURPOSE

Casual Learn to Swim Instructors will be responsible for conducting swimming lessons at the highest possible standard and some junior development squad sessions and water safety educational programs to the benefit of the Knox Grammar School Aquatic Centre users.

ROLE RESPONSIBILITY

The Casual Learn to Swim Instructor reports directly to the Aquatic Centre Manager and the Program Coordinator and is responsible to ensure that all staff involved in the coaching and teaching of swimming meet the standards and expectations of Knox Grammar School.

ROLE ACCOUNTABILITY

Knowledge

- Knowledge and ability to pre-plan and develop lesson structures.
- Conduct swimming lessons and junior development level sessions to meet the defined needs of the students and expectations of Knox Grammar School's programs.

Responsibility/Experience

- To act as a member of the Knox Grammar School Aquatic Team and assist with matters relating to swimming instruction and other appropriate matters.
 - As a swimming instructor, be responsible for safe, efficient and effective implementation of the programs and policies of the pool and to ensure the resources are most effectively utilised.
 - Assist the Aquatic Centre Manager to ensure awareness of all educational programs provided and promote them in a positive manner.
 - To be responsible for the maintenance of equipment, cleanliness of the storage area and setting up and putting away of all equipment required for lessons.
 - To implement the pool's guidelines on safety procedures and operations to ensure a genuine concern for users safety.
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- To keep accurate student history and attendance records for every class and advise swim school staff when students are to be upgraded and certificates to be issued.
 - Be aware of the pool's record management policy, creating and filing records of business activity as required.
 - While Knox Grammar School strives to provide a friendly and safe work environment, all staff are required to play an active role in identifying potential safety issues which may cause injury or illness to staff or patrons. Such issues should be brought to the attention of your immediate supervisor to enable prompt action.

Skills/Human Relationships

- To ensure maintenance of positive external and internal relationships on behalf of Knox Grammar School and use interpersonal skills to foster excellent customer service.

Performance/Skills Standards

- Exhibiting the highest standards of swimming instruction and customer service will be expected.
- Maintenance of qualifications and skills must be current and up to date.
- Continual application of enthusiasm and motivation will be expected.
- 90% attendance and punctuality.

General

- Carry out all legitimate requests for assistance from the Aquatic Centre Manager and other swim school staff.
- All staff employed in the position of swim instructor must maintain the highest level of personal grooming.
- Individuals are expected to attend all staff meetings and training sessions as required.
- All actions and conduct will be made in the best interest of the Knox Grammar School.
- Employees must disclose any inappropriate conduct past or present or actions that would affect their employment. This would include any actions or conduct that would adversely affect Knox Grammar School's reputation.

QUALIFICATIONS AND SKILLS

- Swim Australia or Austswim Teacher of Swimming & Water Safety (Essential)
- Swim Australia or Austswim Teacher of Aquatics with People of Disabilities (Preferred)
- Teacher of Competitive Strokes (Desirable)
- Senior First Aid Certificate (Desirable)
- CPR/Resuscitation Certificate (Essential)
- Pool Lifeguard (Desirable)

The incumbent on an on-going basis must maintain all qualifications.

WORK HEALTH & SAFETY

Actively support and contribute to the maintenance and development of a safe working environment:

- To report incidents or accidents to the appropriate staff as soon as possible.
- To be proactive in reporting WH&S issues.

APPRAISAL/REVIEW CONDITIONS

The appointee to the position of Casual Learn to Swim Instructor will be required to undergo an annual performance review.

SALARY

- Salary package commensurate with experience and qualifications and in accordance with Knox Staff Guidelines.
- \$23 - \$30 per hour dependent on experience, qualifications and service. Some out of hours, weekend and public holiday work will be required.
- Junior Rates (16 & 17 years) \$18.00-\$19.00 for qualified staff.

Please note:

All staff members are subject to mandatory screening procedures in line with Child Protection Legislation