



2011

St Catherine's School

POSITION DESCRIPTION

Learn to Swim Instructor

Responsible To: Learn to Swim Coordinator & Aquatic Centre Manager
Liaises With: Learn to Swim Coordinator, Aquatic Centre Manager, Specialist Coach

OUR VALUES

- Integrity
- Curiosity
- Perseverance
- Empathy

It is easy to recognise a student of St Catherine's School.

A St Catherine's student approaches her dealings with all others with absolute and unwavering **integrity**.

She approaches both her work and the world around her with a sense of **curiosity**.

She will always **persevere**, even when the path ahead seems challenging.

She displays genuine **empathy** at all times.

OUR VISION

Our Vision Statement, like our Values, aims to demonstrate our commitment to education.

Overall we see three different, yet interconnecting horizons.

Horizon 1

To be continually involved in all that is required in teaching, learning and curriculum areas in order to enable our students to achieve personally, universally (moral, ethical, and spiritual) and to seek their own excellence of endeavour. We also aim to be creative and innovative in these fields.

Horizon 2

A range of resources enabling factors are continually needed to ensure our vision is implemented. These include personal and career development of our staff, community opportunities; property and facilities development – in other words our full educational program must be continually supported.

Horizon 3

To be aware of the issues that face the world, e.g. climate change, demographic movements, religious, political and social activities to name but a few. We need to consider the impact on Australia, Melbourne and St Catherine's to ensure our students grow personally and have open career opportunities that will ensure that they are involved in a full range of life's activities; including service to the community.

Introduction

St Catherine's School Sports and Aquatic Centre is a brand new state of the facility featuring indoor and outdoor sports facilities, a 25 metre pool with six lanes, a learners' pool, 1 metre diving board, training room and a flexible classroom for health and physical education.

The St Catherine's School Swimming Program is a vibrant and progressive educational operation that includes the School Swim Team, Swim Squads, Learn to Swim Program and Physical Education based programs.

Learn to Swim Instructors will work with the Learn to Swim Coordinator and Aquatic Centre Manager to ensure the St Catherine's Learn to Swim program is professional, in line with the St Catherine's School objectives and of the highest standard possible.

This Role Description is a guide only and not intended to be an exhaustive or exclusive list of duties attaching to this Position. The Role Description is subject to review by the Aquatic Centre Manager in response to the changing needs of the School.

It is expected that all staff at St Catherine's will embrace the School Goals, particularly in regard to the School's values and traditions and the development of a culture of continuous improvement and commitment to excellence.

Specific Responsibilities

- Liaise with the Learn to Swim Coordinator on all issues directly related to the St Catherine's School Learn to Swim Program including program development, questions regarding students, assessment of students and customer concerns
- Plan, organise and facilitate water safety and swimming lessons in a safe, professional and enthusiastic manner in accordance with the guidelines of the St Catherine's School Learn to Swim Program
- Ensure all programs maintain a personal approach, with focus on the individual, to ensure swimmers feel a sense of belonging
- Communicate effectively with students, parents, Sports and Aquatic Centre staff and other staff
- Collect, set up, pack away and maintain appropriate equipment needed for scheduled Learn to Swim classes
- Accurately record the attendance and progress of each participant and maintain documentation
- Comply with St Catherine's School's Occupational Health & Safety Policies and Procedures at all times
- Promote and encourage participation in Swimming at St Catherine's School and work in conjunction with Aquatic Centre staff to grow the swimmer base through education and promotion of the club program to the School and the wider community
- Identify potential Squad swimmers through observation of Learn to Swim participants
- Ensure a sound knowledge of emerging trends in aquatics theory, program design and assessment methodologies are maintained

- Ensuring the standard of facilities are in order prior to all Learn to Swim sessions, reporting any maintenance concerns to the Aquatic Centre Manager
- Attend regular Aquatic Centre team meetings as directed
- Administer first aid and resuscitation if required
- Perform administrative duties as required

Key Selection Criteria

- Demonstrated experience in a similar role
- Current AUSTSWIM (Teacher of Swimming and Water Safety) or Swim Australia™ Teacher Accreditation
- Police Record Check
- Working with Children Check
- Minimum Level 2 First aid qualification and current CPR qualification
- Strong interpersonal skills and a demonstrated ability to work as effectively as a member of a team
- Strong customer service skills
- Excellent written and verbal communication skills
- Outstanding organisational skills
- Willingness to uphold the ethos and values of the School at all times
- Ability to demonstrate a sound knowledge of and adherence to the AUSTSWIM and Swim Australia™ Teacher Code of Behaviour