



## JOB AND PERSON SPECIFICATION

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Title of Position: **INSTRUCTOR**

Administrative Unit: Rapidswim: Learn to Swim Program

Employment Status: CASUAL

NAME of Incumbent:

Start Date in Position:

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### JOB SPECIFICATION

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#### 1. Overview of Position Function

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The Rapidswim: Learn to Swim program is a highly specialised swimming service delivered by AUSTSWIM accredited Instructors. In the Program, instructors work 1:1 with young people and adults living with sensory, intellectual and/or other disabilities to increase their capacity to access their community, build meaningful social connections and live an ordinary life.

The program provides individualised water based swimming lessons designed to improve areas that impact the everyday functioning of children and adults with disabilities. The program runs on a weekly basis during school terms, across multiple locations.

The Instructor works 1:1 with young people and adults living with sensory, intellectual and/or other disabilities to increase their capacity to access their community, build meaningful social connections, and live an ordinary life.

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#### 2. Reporting / Working Relationships

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- *Reports directly to the Instructor in Charge for the duration of the session.*
  - *At all other times reports to the Manager, Rapidswim.*
  - *Liaise regularly with the Rapidswim Coordinator.*
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#### 3. Special Conditions

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- Undertake travel to/from participating swimming centres.
  - DCSI screening is required for child related, and disability services employment.
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#### 4. Key Responsibilities / Duties

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*As an Instructor, you will be responsible for:*

- Providing 1:1 swimming services to participants in 30 minute sessions.
- The safety of the participant, whilst the participant is in the water.
- Liaising with the participant, their family or carers regarding their goals, aims and progress while at the pool.
- At all times, exhibiting professionalism in relation to participants and their families or carers.
- Maintaining participant and family confidentiality.
- Attending Rapidswim trainings and meetings as required.
- At all times, adhering to Rapidswim policies and procedures.
- Replying to emails and text messages from Rapidswim team in a timely manner (within 48 hours).
- Acknowledging the receiving of all text messages from head office as soon as practicable.
- Providing a termly progress report for each participant (template provided).

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Job descriptions and staff performance will be reviewed regularly.**

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#### 5. Work Health & Safety

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- Responsible for reporting all incidents or 'near misses' that are witnessed to head office within 24 hours.
- Responsible for reporting for work in a fit and healthy state to commence duties.
- Responsible for not putting self and others at risk as a result of your action, or inaction.
- Adhere to all WHS policies and procedures during the course of your work.

## PERSONAL SPECIFICATIONS

### Essential Educational / Vocational Qualifications / Certificates

*List required and desired level of education and quals.*

- Current Austswim Instructor Accreditation
- DCSI working with children clearance
- Current Senior First Aid and CPR certificates

### AGREED & ACKNOWLEDGE

The incumbent and immediate manager both agree and acknowledge the relevance of this Job & Person Specification to the actual position described therein. The incumbent agrees to undertake this position in accordance with the J&P Specification, understanding that it may be reviewed from time to time and altered by agreement between the parties.

SIGNED BY:

Incumbent:		Date:
Immediate Manager:		Date:

**Filing Instruction:**

*Make TWO copies of signed J&PS – ORIGINAL to HSEQ Manager for employee's file; 1 copy to employee; 1 copy for Manager.*