



ROLE DESCRIPTION

CASUAL LEARN TO SWIM INSTRUCTOR

ROLE PURPOSE

Inspired by the highest ideals of collaboration, cooperation, integrity and teamwork, a sports coach is an integral member of the Knox Sports and Aquatic Academy (KSAA). Casual Learn to Swim Instructors will be responsible for conducting swimming lessons at the highest possible standard including junior development squad sessions and water safety educational programs to the benefit of the Knox Grammar School Aquatic Centre users.

ROLE RELATIONSHIPS

The Learn to Swim Instructor reports directly to the Aquatic Centre Manager and will work closely with the Program Coordinator.

ROLE RESPONSIBILITIES

- 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.
- Assist with requests for assistance from the Aquatic Centre Manager and other swim school staff.
- 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.
- Maintenance of equipment, cleanliness of the storage area and setting up and putting away of all equipment required for lessons.
- Implement the pool's guidelines on safety procedures and operations to ensure a genuine concern for user's safety.
- 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.
- Create and file records of business activity as required, in accordance with the pools record management policy.

Application of School Sporting Policies & Guidelines

- Support and adhere to the School's uniform policy for students.
- Work with coaching staff on matters related to the safe and efficient conduct of the program.
- Attend all program activities including coaches meetings, training sessions and Saturday sport
- Liaise with the Aquatic Centre Manager responsible for providing reports on student performance and other issues as required.

Student Care

- Model exemplary behaviour reflective of the values and ethos of the School.
- Develop an effective working relationship and rapport with students.
- Undertake responsibility, as a Coach, for the care of students.

Student Focus

- A coaching style that promotes student inquiry and active engagement in the learning process.
- A strong focus on achieving positive learning experiences and outcomes for students, encouraging students to take opportunities to learn independently.
- Demonstrated ability to care for students in a sensitive and professional manner.

Professionalism

- Ability to articulate and generate enthusiasm for learning.
- The presentation of a professional, dedicated and inclusive attitude and demeanour at all times.
- Capacity to operate as a collaborative and team orientated person in a professional work environment.
- Ability to work unsupervised.

QUALIFICATIONS AND SKILLS

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

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 ensure equipment is maintained to a required and appropriate standard of use.
- To report all maintenance issues to the appropriate staff as soon as possible.

LENGTH OF TENURE & APPRAISAL

The Learn to Swim Instructor is appointed on a casual basis and will work as required Monday to Sunday and is expected to undergo processes of performance appraisal at regular intervals.

REMUNERATION

Remuneration for the Learn to Swim Instructor will be commensurate with qualification, skills and experience and in accordance with the terms and conditions of the *Fitness Industry Award 2010*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to the casual pay.

Please note:

All staff are required to provide the School with a current NSW Working With Children Check Number in accordance with Child Protection Legislation