



# CAMBERWELL

## GRAMMAR SCHOOL

### **POSITION DESCRIPTION**

### **LEARN TO SWIM INSTRUCTOR**

## CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	Learn to Swim Instructor
<b>Reports to:</b>	Aquatics Coordinator
<b>Type of position:</b>	Casual
<b>Date prepared:</b>	May 2018

### SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”.

### CGS VALUES

*Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability*

### POSITION OVERVIEW

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The Learn to Swim Instructor is responsible for delivering high quality learn to swim lessons within the Aquatics Program, and/or the Camberwell PE curriculum, and/or Junior School swimming lessons. The Learn to Swim Instructor will work as part of the Lessons Team within the Aquatic Programs at Camberwell Grammar.

#### Key Responsibilities

- Work with the Aquatics Coordinator to deliver high quality programs to the out of hours programs and/or the PE department and/or Junior School programs where applicable
- Provide high quality learn to swim lessons
- Foster a positive swimming culture and a fun environment
- Work as part of the Lessons Team
- Provide feedback regarding student's progression to the Aquatics Coordinator
- Ensure swimmers are progressing through the prescribed level
- Identify swimmers that may be ready to move up a level
- Provide feedback to parents regarding students where applicable

#### Other Duties

- Perform various other duties as required

### KEY RELATIONSHIPS & AUTHORITY

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#### Internal

- Aquatics Coordinator
- Facilities and Operations Manager
- Students
- Families

#### External

- External clients of the swim school

#### Direct Reports

NA

#### Expenditure Authority

- NA

## POSITION REQUIREMENTS

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### Knowledge & Skills

- Great communication skills
- Ability to teach swimmers new skills
- Ability to help swimmers refine and master skills
- Ability to help swimmers progress through their levels

### Qualifications

- Austswim or Australian recognized equivalent
- Level 2 First Aid and CPR
- Working with Children Check
- Police Records Check

### Desirable

- Austswim Assessor
- Lifeguard

### Competencies, Behaviors & Attributes

- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

### Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

### Declaration

I, \_\_\_\_\_ (full name) acknowledge that I have read and understand the **Learn to Swim Instructor** POSITION DESCRIPTION

**Employee Name (print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Position Description is approved by:

**Manager Name (print):** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Manager Name (print):** \_\_\_\_\_

**HR Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_