



POSITION DESCRIPTION

Position Title	Learn to Swim Instructor	
Directorate	Sports and Recreation	
Responsible to	Learn to Swim Supervisor	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBC	
Status	Casual	
Hours	Varying, 7-day program, mornings & afternoon This position may also be required to work at other IWC Aquatics Facilities either on an ad hoc basis, rotational basis, or as part of a deployment to another facility.	
Salary Level	L001 – L005 (depending on skills and experience)	
Allowances	As applicable to the position	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Pre-employment medical Other: _____	
Date reviewed: July 2020		Reviewed by: Senior Manager Sports and Recreation

POSITION PURPOSE

The Learn to Swim Instructor plans and delivers quality swim lessons in a safe, fun and effective manner in line with the swim school teaching guidelines, programs & policies. To have a complete knowledge and understanding of all aspects of teaching swimming, water safety and of ensuring the safety and enjoyment of participants in classes at all times.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Current Austswim Instructors Accreditation or ASCTA Learn to Swim and Water Safety
2. Current CPR Certificate
3. Current Working With Children Check
4. Ability to work co-operatively as a team member
5. Ability to work flexibly and commit to hours of work across the week as required
6. Excellent communication and problem-solving skills
7. Desire to improve children's swimming ability

Desirable Criteria:

Austswim Certificates in:

- a. Teacher of Infant aquatics and Preschool Aquatics
- b. Access & Inclusion

ASCTA(Teaching)

- . Babies and Toddlers
- . Learners with Disability and specialist needs

3. Available to work weekends as required

Bronze Medallion

Current Senior First Aid Certificate

Experience working in childcare, supervising children's activities, school activities or experience working with babies and young children

Learn to Swim and coaching experience in other aquatic centres

Understanding of EEO, diversity, work health and safety and environmental management principles.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Teach babies, children, adults and people with special needs to swim and partake in aquatic activities.
- Conduct LTS classes following the organised lesson plans in an efficient and timely manner.
- Assist with moving platforms & equipment in and out of the water.
- Keep the poolside tidy of unnecessary equipment. Return equipment to the allocated box directly after use.

- Attend staff meetings and training session as required.

KEY RELATIONSHIPS:

Internal: Aquatics Programs Coordinator, Learn to Swim Team Leader and Supervisors, Pool Lifeguards, Customer Service.

External: Pool Patrons, Swim School Customers, Schools & Community Groups

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Learn to Swim Instructor as detailed in this document.

Signature:

Date: / /