



# Position Description

<b>Position Title</b>	<b>Learn to Swim Instructor</b>
<b>Position Number</b>	2070
<b>Division</b>	City Assets and Environment
<b>Department</b>	Kingston Active
<b>Team</b>	Leisure Centres
<b>Position Status</b>	Casual
<b>Classification</b>	Band 2
<b>Position Reports to</b>	Aquatics Coordinator
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	January 2025

## Position Objective

The role of the Learn to Swim Instructor is to plan and conduct quality swimming lessons and water safety programs at Waves Leisure Centre for a range of ages and abilities in accordance with the Centre's approved program.

## Key Responsibilities

- 1. Customer Service**
  - Deliver a high level of customer service to the centres customers and user groups
  - Provide information on the range of programs and services that the centre has to offer
- 2. Teamwork**
  - Demonstrate the ability to work alongside and provide support to other team members
  - Contribute to programming and planning discussions relevant to swimming teaching.
  - Attend staff training sessions and meetings as required.
- 3. Plan and conduct swimming lessons**
  - To plan, prepare and conduct swimming lessons/water safety programs in order to meet the defined needs of students.
  - To check the water and pool surrounds to ensure a safe environment for all participants and instructors.
  - Supervise and assist in the development of Austswim candidates, probationary staff and other members of the Waves team in order to maintain high service standards at the Centre.
  - To provide lesson plans for replacement teachers in the event of absences, to ensure continuity of service for customers.

- To maintain accurate attendance records and skill assessment reports in order to monitor student progress and evaluate programming.
- To collect, set up, pack away and maintain appropriate equipment for use in swimming classes in order to maintain high standards and a safe environment.
- Provide feedback to parents regarding student progress.

## Position Requirements

### 1. Accountability and Extent of Authority

The incumbent is financially responsible and accountable for:

- NIL

The incumbent has delegated authority for:

- NIL

The incumbent is responsible and accountable for:

- Quality of aquatic education programming
- Safety of participants in their classes
- Assessment of participants in their classes
- Communication with Aquatic Education Coordinator and other staff

### 2. Judgment and Decision Making

- Judgement is exercised within the framework of policies and procedures of the Leisure Centre.
- The incumbent is expected to exercise discretion in relation to programming and customer relations, seeking advice from the Aquatic Education Coordinator where appropriate. The incumbent's decisions will affect levels of participation and the operational efficiency of programs.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Swimming and Aquatic Education
- First aid and safe activities for children
- Principles of Occupational Health and Safety
- Principles of teaching and learning models
- Adapting activities in accordance to basic stages of childhood development
- The position requires the incumbent to be able to conduct swimming classes for a diverse range of students, ensuring programming is effective and appropriate to the group/individual.

### 4. Management Skills

The following management skills are required to be utilised:

- N/A

## 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- An understanding of appropriate language and communication methods to assist in the delivery of programs
- Demonstrated ability to manage time and plan workloads and programming, in order to meet timetable and customer expectations.

## 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Current Austswim Teacher of Swimming and Water Safety Certificate
- Current Austswim Teacher of Infant and Pre-school Aquatics
- Other Desired qualifications:
  - Pool Lifeguard Certificate
  - Bronze or Surf Bronze Medallion

### Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

<b>Values and Behaviours</b>	<p>The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are:</p> <ul style="list-style-type: none"><li>• We make a difference</li><li>• We show care and respect</li><li>• We take pride in our work</li><li>• We are better together</li></ul>
<b>Safe Workplace Actions</b>	<p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&amp;S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p>
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all council policies related to the position.</p>
<b>Legislative Framework</b>	<p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.</p>
<b>Equal Opportunity and Child Safe Standards</b>	<p>The City of Kingston is an equal opportunity and child safe employer. The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.</p>

	<p>We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability.</p>
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## Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia
- Pre-employment Medical Assessment
- Hold and maintain a Working with Children Check
- Pre-employment health Declaration
- Current CPR certification
- All employees teaching children under 5 are required to complete and maintain the Austswim Infant and Pre-school Extension Course Module at their own expense within 3 months of employment. Training hours can be provided once the course is completed to gain successful certificate.

## Inherent Physical Requirements

**Category A** – This role has been assessed as a high risk and / or manual handling role. Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

## Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.