



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

CASUAL LEARN TO SWIM TEACHER

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| POSITION TITLE: | Learn to Swim Teacher |
| LOCATION: | Buderim Campus |
| RESPONSIBLE TO: | Principal through the Business Manager |
| REPORTS TO: | Swim School and Aquatic Centre Manager |
| SALARY AND CONDITIONS | Salary and conditions based on the Lutheran Schools Enterprise Agreement |
| COMMENCEMENT DATE: | 2023 |
| TENURE: | Casual |

Primary Purpose:

To plan and deliver quality swim lessons in a safe, fun and effective manner. To have a complete knowledge and understanding of all aspects of teaching swimming / water safety and ensuring the safety and enjoyment of participants in classes at all times.

Relationships and Authority

The Learn to Swim Teacher is responsible to the Principal of Immanuel Lutheran College through the Business Manager and Swim School and Aquatic Centre Manager.

Skills, Experience and/or Qualifications:

- Model service as shown to us by our Lord and Saviour Jesus Christ.
- Hold a current AUSTSWIM Teacher of Swimming and Water Safety (TSW) and Teacher of Infant and Preschool Aquatics (INF) licence **or**
Hold a current ASCTA (Australian Swimming and Coaches Teaching Association) Swim Australia Teacher and Teacher of Babies and Toddlers coaching licence
- Previous experience working in a Learn to Swim School
- Possess well developed interpersonal and communication skills, enabling effective and efficient liaison with members of the College community – staff, students, parents and visitors.
- Demonstrated commitment to customer service excellence
- Possess current driver's licence
- Possess a current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children.
- Possess current First Aid Certificate and CPR certification

Personal Attributes

- A high level of personal motivation and energy
- Willingness to work a flexible spread of hours in accordance with operational demands (as negotiated with the Swim School Manager).
- Be friendly, well presented, highly organised and team oriented.
- Strong awareness of water safety.

Expectations and Responsibilities:

Swim School Curriculum

- Plan learn to swim classes prior to delivery and work within the structure of the learn to swim curriculum.
- Provide safe, effective and professional swimming lessons in accordance with the swim school.
- Provide consistency within the program by working and being committed to each assigned period.
- Ensure the safety and enjoyment of participants in classes at all times.
- Assist with providing assessments of new and existing students.
- Provide recommendations to the Swim School Manager during student progression assessments.

- Liaise and communicate in a positive manner with participants whilst contributing to a fun and enjoyable learning experience.
- Encourage and foster participation in swimming across all age groups and abilities.
- Maintaining attendances records as required.

Compliance

- Maintain currency of qualifications relevant to the position.
- Participate in regular in-house training sessions.
- Provide an active role in identifying potential safety issues which may cause injury or illness to staff or patrons. Such issues should be brought to the attention of your immediate supervisor to enable prompt action.
- Be responsible for the general housekeeping around the pool by setting up and putting away equipment required for lessons.
- Follow policies, procedures, handbooks and directions designed to ensure a safe environment.
- Undertake WHS training as deemed relevant.

Other Duties

- Any other tasks as directed by the Business Manager or Aquatic Centre Manager.

Key Performance Indicators

Swimming Profile

1. Build a positive profile for Immanuel Swimming both within our immediate and wider Sunshine Community.
2. Deliver high quality swimming lessons that align with the teaching philosophy of the swim school.

Operations

3. Promote a positive swimming environment that is safe and well presented.

Remuneration and Conditions

The position of Learn to Swim Teacher is a casual position.

Hours of Duty: Due to the nature of the position, work hours may range from early mornings to evenings with appropriate breaks in the middle part of the day. The hours of work will be determined to meet the demand and needs of the Swim School Program. This position is casual and will operate over a split shift roster. It may include a Saturday shift.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of the Learn to Swim Teacher position at their discretion in order to most effectively serve the needs of the College.

Privacy Statement

In applying for this position, you will be providing Immanuel Lutheran College with personal information.

We can be contacted as follows:

Immanuel Lutheran College
PO Box 5025
Maroochydore BC QLD 4558
Tel: 07 5477 3444
Fax: 07 5477 3477
Email: ilc@immanuel.qld.edu.au

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You agree that we may store this information for three (3) months.

You may seek access to personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College, and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for three (3) months.