

# Position Description



## Job Details

Job Title: Learn to Swim Instructor  
Reports to: Swim Academy Co-Coordinator  
Directorate: City Living  
Position Number:  
Grade: 1  
Date: January 2025  
Objective Doc Ref:

## Position Purpose/Job Summary

The Learn To Swim Instructor is to report to Swim Academy Co-ordinator. The purpose of this position is required to develop, document and teach a variety of learn to swim programs within set criteria.

### Key Functions

- To provide, develop & maintain an effective Learn-To-Swim program.
- To instruct Learn-To-Swim & Training programs.
- To provide an atmosphere that is varied, fun, safe & conducive to learning.
- To implement the centre's Aquatic programs.
- Display & maintain a high standard of personal & professional application to the position.
- Knowledge of NDIS- Practice Standards and Code of Conduct

This position is classified as a child related role. Applicants are required to have a valid Working with Children Check Clearance Number.

## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

The position requires the following knowledge, skills, qualifications and experience:

**MINIMUM** School Certificate or Equivalent experience.

**DESIRABLE** Appropriate Tertiary Certificate.

### LICENCES/TICKETS:

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## Selection Criteria - Knowledge, Skills, Qualifications and Experience required

**MINIMUM**

- Current Resuscitation Certificate
- Current Austswim, Swim Australia or Royal Life Teacher of Swimming and Water Safety Certificate
- Working with Children's check

**DESIRABLE**

- Current Senior First Aid certificate
- Coaching Certificate
- Austswim, Swim Australia or Royal Life Infants Aquatics, Access and Inclusion, Adults, Competitive Stroke

All pre-requisite qualifications must be maintained by the incumbent on an ongoing basis.

### RELEVANT EXPERIENCE REQUIRED

**MINIMUM** Previous Learn to Swim teaching experience

**DESIRABLE**

- Experience in a similar Aquatic & Leisure Centre environment
- Ability to work in other areas, travel to various centres
- Austswim, Swim Australia or Royal Life Saving, Infants Aquatics, Access and Inclusion, Adults, Competitive Stroke teaching experience.

**SKILLS REQUIRED – Please indicate special skills required including skills in judgement and problem solving, specialist knowledge and skills, management skills, interpersonal skills.**

**MINIMUM**

- Knowledge of Aquatic Industry
- Programming skills
- Strong Interpersonal skills
- Excellent communication skills
- Ability to work unsupervised
- Good organisational skills
- Excellent customer relations
- Ability to adapt to a variety of environments

**DESIRABLE**

- Decision making & problem solving capabilities relating to Swimming & Program instruction
- Computer skills

## Key Accountabilities – Position Specific

1. To provide, develop & maintain an effective Learn to Swim program.
  - a. To implement and conduct aquatic programs as required.
  - b. Monitor and record the progress of individuals and take the appropriate action with the Aquatic Services Planner.
  - c. Instruct, program for and supervise school groups.
  - d. Carry out assessments as required.

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<ul style="list-style-type: none"> <li>e. Produce program content and relevant documentation on regular intervals or as requested by the Aquatic Services Planner</li> </ul>
<ul style="list-style-type: none"> <li>2. To instruct Learn to Swim and Training Programs.           <ul style="list-style-type: none"> <li>a. To conduct a high standard of instruction towards Learn to Swim training programs.</li> <li>b. Ensure the progression of each level is taught.</li> <li>c. Ensure the content of each Learn to Swim level is attained.</li> <li>d. Understanding of human and legal rights of people with a disability and how to incorporate this in everyday practice</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>3. To provide an atmosphere that is varied, safe, fun &amp; conducive to learning.           <ul style="list-style-type: none"> <li>a. Maintain all equipment, report and losses of faults &amp; put all equipment away after use.</li> <li>b. Ensure a varied and safe Learn to Swim environment.</li> <li>c. Continually encourage progression of skill based activities.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>4. To implement the Centre's Aquatic programs.           <ul style="list-style-type: none"> <li>a. To implement Aquatic programs as required.</li> <li>b. Conduct and maintain the consistency and professionalism of the Aquatic Programs implemented.</li> <li>c. Ensure all policies and procedures are followed relating to the Aquatic Programs.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>5. Display &amp; Maintain a high standard of personal &amp; professional application to the position.           <ul style="list-style-type: none"> <li>a. Conduct &amp; maintain a high standard of program content supplied.</li> <li>b. Wear all uniforms supplied.</li> <li>c. Develop &amp; maintain a good rapport with centre users &amp; program participants, which portrays a friendly &amp; professional manner.</li> <li>d. Ensure qualifications are kept current &amp; further courses sought to develop skills so as to enhance performance.</li> <li>e. Attend meetings out of work hours as may be required.</li> <li>f. Ensure all programs are conducted in accordance with centre's policies &amp; procedures involved with the aquatic programs.</li> <li>g. Perform other duties as directed by the Leisure Centres Manager or Aquatic Services Planner</li> </ul> </li> </ul>

## Key Accountabilities – Core

<ul style="list-style-type: none"> <li>1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council</li> </ul>
<ul style="list-style-type: none"> <li>3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time</li> </ul>
<ul style="list-style-type: none"> <li>4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council</li> </ul>
<ul style="list-style-type: none"> <li>5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.</li> </ul>

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## Reporting Relationships

Direct: Nil

No. of Indirect: Nil

## Key Relationships

### 1 Internal

Communicating with	Nature of Communication
Within Organisation Inter & Intra Department	Communicating with other Leisure Centre staff to ensure the Learn to Swim class operates in a safe and secure manner and to relay information from clients.

## Key Relationships

### 2 External

Communicating with	Nature of Communication
External to Organisation i.e Public, Other Organisations, Groups, etc	Contact on a daily basis with LTS participants including general public & School groups, regarding general enquiries, complaints and specific class or participant information. Other outside contact is limited and would involve answering straightforward questions from deliveries and contractors

## Position Dimensions

### Other relevant information

- This position may involve working weekend shifts.
- Spread of hours of work between 7:00am and 10:00pm Monday-Sunday as per roster demands.
- Required to be flexible & able to adapt to new programs types.
- May be required on an on call basis

## Decision making Authority & Accountability

1. The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
2. The position must complete the responsibilities allocated to their position/level in WHS Responsibilities, Authority and Accountability Matrix. The Annual Appraisal will include an accountability check that the position holder is fulfilling these allocated responsibilities. More

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frequent checks will be conducted if the indicators relating to the accountability mechanisms for their position/level do not meet Council's required standards.

3. The position is responsible for the development, documentation & implementation of the learn to swim class that they teach.
4. The position determines the required work routines and requirements within established parameters
5. The positions decision making is limited to participant or learn to swim class related issues, majority of issues or problems are referred to the Swim Academy Co-ordinator.

## Problem Solving

Challenges facing this position include:

- This position is expected to solve problems relating to its functional area by consideration of options before determining actions.
- Ensuring the behaviour of clients is conducive to the provision of a safe and enjoyable leisure experience.
- Ensuring the complex facilities meet the needs of users given the number and diversity of users and their requirements.

## Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

## Signature

<b>Employee:</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised by: (Manager)</b>	<b>Signature</b>	<b>Date</b>