

Position Description – SWIM TEACHER

Shire of Donnybrook Balingup 000.V.24.1



GENERAL OVERVIEW:

Position Title/Number: Swim Teacher
Directorate/Division: Corporate and Community
Industrial Instrument: Local Government Industry Award 2020(IA)
Classification/Banding: Local Government Authority, Banding 3, Level 3
Reports to: Manager Recreation Centre
Primary Location: Donnybrook Recreation Centre – Steere Street, Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

Responsible for the delivery of structured lesson plans, whilst supervising, guiding and maintaining the safety of students of the Donnybrook Recreation Centre swim programs.

POSITION OBJECTIVES:

- > To teach swimming in line with the RLSSWA teaching plans.
- > Responsible for overseeing and supervising the safety of all persons in your charge in accordance with legislative requirements and guidelines.
- > To be responsible for health & safety in the delivery of the swimming lessons and in line with the pool's normal operating plan and emergency action plan.
- > To complete swimming lesson registers, and performance and evaluation forms for each enrolled swimmer and ensure that these are kept up to date.
- > Responsible for conducting regular assessments within their allocated swimming lessons to ensure that swimmers are placed in the right ability groups and that this information is passed onto the person responsible for re-enrolments.
- > To attend meetings, forums and training courses relevant to the post, as agreed with Aquatics Programs Coordinator or Centre Manager.
- > Work in cooperation with other instructors and the Recreation Centre team and to continually develop and improve the Swim School program.
- > Communicate effectively with the Aquatics Programs Coordinator and Recreation Centre team.
- > To physically move and transport equipment in consultation with the on-shift Duty Officer.
- > Responsible for inspection, maintenance and replacement of all equipment used to deliver the swimming lessons and ensuring compliance with all relevant procedures and guidelines.
- > To adopt a flexible approach with the aim of providing a high level of swimming teaching service.
- > Maintain a high level of public safety.
- > Seek additional help when first aid treatment is required.
- > Other duties as directed.



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ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Nil
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

EXTENT OF AUTHORITY:

Under the direction of the Manager Recreation Centre and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	No	Vehicle:	No
Mobile Telephone:	No	Laptop/computer:	No
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.



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TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.

SELECTION CRITERIA:

Essential Requirements

- > Demonstrated passion and enthusiasm about aquatic education.
- > Demonstrated ability to manage, develop age appropriate lesson plans.
- > Ability to deliver and demonstrate high quality teaching of swimming and water safety program to our students and meet set expectations.
- > Highly developed interpersonal, communication and public relations skills.

Mandatory Pre-requisite Qualifications:

- > Current First Aid Level 2 and CPR – Requirement
- > Current AUSTSWIM Teacher of Swimming and Water Safety – Requirement
- > Current Senior First Aid and CPR Certificate
- > Current Working with Children's Check
- > Current Police Clearance



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SELECTION CRITERIA (cont.):

Desirable Experience and Qualifications

- > AUSTSWIM Teacher of Infant Aquatics
- > AUSTSWIM Teacher of Aquatics for People with Disabilities is highly desirable
- > Accredited Swimming Coach

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

**Position Holder
Name:**

Signature:

Date:

