Position Description

Position Title	Swim Teacher
Agreement / Award	Y Whittlesea Enterprise Agreement 2024
Classification	CR 1.2 – 2.2 (dependent on experience)
Employment Status	As per employment contract
Division / Department	Y Leisure City
Direct Reports	Nil
Reports to	Aquatics Coordinator/Director

POSITION SUMMARY

As a Swimming Teacher you will teach effective Swimming and Water Safety and help grow the Aquatic education program at Y Whittlesea. You will be required to maintain thorough knowledge and understanding of all aspects of the Y Aquatic program, educational trends, and industry development. You must also be committed to the delivery of safe, effective, and professional lessons.

DUTIES AND RESPONSIBILITIES

Deliverables of the role

- Prepare lesson plans as per the curriculum with appropriate activities that enhance student interaction and collaboration while considering students' abilities and progressive development.
- Be able to teach swimming techniques, swimming strokes, and water safety rules to students with varying swimming abilities.
- Assess the progress of students and adjust teaching programs accordingly.
- Liaise with parents and children providing appropriate feedback on their progress and/or outcomes to ensure customer satisfaction and engagement is maximised.
- Monitor students to prevent accidents and injuries.
- Create a welcoming atmosphere by engaging with members of the public, staff and volunteers in a friendly and helpful manner.
- Interact and set clear boundaries and expectations for children in safe and respectful manner.
- Ensure that the swimming pool area is kept clean and tidy.
- Assist the Aquatics Coordinator/Director in implementing a program that caters for a range of abilities.
- Promote a positive and safe swimming environment.
- Comply with organisational, policy, procedure and practice requirements.
- Identify and report potential issues in relation to breach of policy with OHS, Safeguarding Children and Young People, and Privacy.
- Other duties as specified by the Aquatics Coordinator/Director.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Reliability	Consistency in roster commitment and attending shifts	**Quality of lesson**	Effectiveness in planning and organising lessons and attending professional development opportunities
Communication	Strong and effective communication with parents/students achieved	**Compliance**	Adhere to health and safety and promote a safe environment Adhere to Y-MAC compliance
Customer Satisfaction	Increase customer satisfaction levels and positive feedback		

Position Description

CAPABILITIES & ATTRIBUTES

- Ability to work under routine supervision and guidance.
- Ability to exercise initiative and judgement in the performance of your duties.
- Excellent verbal communication skills with the ability to develop positive relationships with students, members, and participants.
- Can solve predicable problems as per organisation policy and procedure.
- Will accept direction and leadership from the teacher in charge and leadership team.
- Ability to prepare lesson plans.
- A passion and belief for the importance of teaching children to swim.
- A positive, enthusiastic personality and strong team work ethic.

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- Current Teacher of Swimming and Water Safety with AUSTSWIM, Swim Australia or Life Saving Victoria;
    - Desirable – Additional module for specialist teaching will attract a higher rate
- NDIS Worker Screening Check (if working in a risk assessed role).
- Demonstrated Rescue Competence.
- Current Employee Working with Children Check and National Police Check.
- Current Nationally recognised CPR certificate (HLTAID009)
- International Police check if you have lived outside Australia in the last 5 years for more than 3 months.
- Current state-based driver's license.
- Completion of the Y's Safeguarding Online training and NDIS Worker Orientation Module.

Knowledge and Experience

- Prior experience in a similar position is desirable but not essential.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications/requirements.
- Completion of induction as required (within first six weeks of employment).
- Comply with our Safeguarding and Licensing Framework standards and our NDIS Practice Standards
- Be able to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.
- Y Whittlesea is a NDIS approved provider and if the role you are employed to perform directly works with a child, young person or adult who has a NDIS plan, where Y Whittlesea provides services to, you may be required to also have a NDIS Workers Screening Check as a pre-employment requirement.
- This position is subject to a probationary period in line with your employment contract.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S MANAGEMENT AND COMPLIANCE LIBRARY, INCLUDING ORGANISATION POLICIES