



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Learn to Swim Instructor
Division	Aquatic Services /LPAC
Group	Recreation and Aquatics
Responsible to	Swim Programs Supervisor
Position Supervises	Direct: None Indirect:
Position No.	TBC
Status	Casual
Hours	Varying, 7 day program, mornings & afternoon
Salary	\$27.96 per hour - \$36.06 per hour (depending on skills and experience)
Allowances	As applicable to the position
Motor Vehicle	N/A
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____
Date reviewed: July 2018	Reviewed by: Aquatics Programs Coordinator

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Swim Instructor plans and delivers quality swim lessons in a safe, fun and effective manner in line with the swim school teaching guidelines, programs & policies. To have a complete knowledge and understanding of all aspects of teaching swimming, water safety and of ensuring the safety and enjoyment of participants in classes at all times.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Current Austswim Instructors Accreditation or ASCTA Learn to Swim and Water Safety
2. Current CPR Certificate
3. Current Working With Children Check
4. Ability to work co-operatively as a team member
5. Flexibility of hours, ability to diversify
6. Excellent communication and problem solving skills
7. Desire to improve children's swimming ability

Desirable Criteria:

- Austswim Certificates in:
 - a. Teacher of Infant aquatics and Preschool Aquatics
 - b. Access & Inclusion
- ASCTA(Teaching)
 - . Babies and Toddlers
 - . Learners with Disability and specialist needs
 - . Weekend availability
- Bronze Medallion
- Current Senior First Aid Certificate
- Experience working in childcare, children's activities, school activities.
- Experience working with babies and young children
- Learn to Swim and coaching experience at other centres
- Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Teach babies, children, adults and people with special needs to swim and partake in aquatic activities.
- Conduct LTS classes following the LPAC lesson plans in an efficient and timely manner.
- Assist with moving platforms & equipment in and out of the water.
- Keep the poolside tidy of unnecessary equipment. Return equipment to the allocated box directly after use.
- Attend staff meetings and training session as required.

KEY RELATIONSHIPS:

Internal: Aquatics Programs Coordinator, Swim School Team Leader, Swim School Supervisors, Pool Lifeguards, Customer Service.

External: Pool Patrons, Swim School Customers, Schools & Community Groups

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Lean to Swim Instructor** as detailed in this document.

Signature:

Date: / /