

Qualified Swimming Instructors/Coaches

Huntingtower School has a long tradition of educational excellence and consistently performs academically amongst the top schools in Victoria.

Applications are invited from fully qualified and enthusiastic **Swimming Instructors and/or Swim Coaches** for a number of positions at our Huntingtower Sports and Aquatics Centre team. Reporting to the Swim Centre Manager, Swim Instructors are responsible for delivering structured swimming lessons to students that create an enjoyable and positive experience and cater for the different abilities and needs of swimmers. Working as part of a team, you will develop positive relationships with all swimmers, families, pool users and spectators to support the educational philosophies of the School and create a sense of belonging within the School community.

Hours of work are rostered at least 2 weeks in advance, with extra shift for leave coverage available throughout the term. Shifts are generally 12 -3pm and from 3:45pm to 6:30pm.

You must possess:

- Current AUSTSWIM/ Swim Australia teaching and water safety qualifications
- Demonstrated Learn to Swim teaching experience with technical knowledge of swim instruction
- Current First Aid, Asthma Management, CPR and Anaphylaxis qualifications will be required.
- A commitment to providing a high level of customer service and well-developed interpersonal skills
- Current Working with Children Check (Employment)
- Current LSV Pool Lifeguard qualification will be highly regarded

Why work for us?

- Shifts offered all year around to fit within your schedule
- Supportive team environment
- State of the art facility
- Competitive hourly rates
- Can be casual or permanent part time

Want to find out more?

A position description is available from the buttons at the top of this page.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application by **Friday 26 May 2023**.

Please note: shortlisting and interviewing will commence prior to the application closing date as we would like the successful applicants to commence as soon as possible.

While you are employed by Huntingtower, you must maintain any accreditation, registration or training which is required for you to perform the inherent requirements of this position, or which the School otherwise directs you to maintain (including, without limitation, CPR certificate, swimming teaching certificates, a current and valid employee Working with Children Check, alternatively a valid and current Victorian Institute of Teaching registration).

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from other

cultures, Aboriginal/Torres Strait descent and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures. Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application.

Swimming Instructors/Coaches (Casual)

Nature of Role

Reporting into the Swim Centre Manager, the casual Swim Instructor/Coach is responsible for delivering structured swim lessons (and/or squad sessions) in accordance with seasonal plans. Working in our Huntingtower Sports & Aquatic Centre (HSAC), the casual Swim Coach will play a key role in creating an environment that is conducive to learning and appropriate to the maturity of the swimmers whilst also fostering good school-community relationships.

Main Responsibilities and Duties

Your role will be guided by the HSAC swimming program. Following the program, you will be required to:

- Deliver structured swim lessons/squad sessions to Huntingtower students and the wider community that focus on improving technique, stroke placement, speed and style, and are in accordance with seasonal plans.
- Prepare effectively for each swim lesson/squad session including the documentation of skill development exercises, assessment tasks, equipment required.
- Promote water safety, water confidence and life-saving skills amongst the swimmers.
- Ensure arrival at the appropriate time to enable the required equipment to be gathered prior to the lesson; and ensure equipment is packed away at the completion of the shift in a timely manner.
- Perform required administrative tasks such as recording attendance, reporting of skills and assessments and other such reporting.
- Ensure a safe training environment for all swimmers by enforcing pool safety rules.
- Provide feedback in the selection, assignment and evaluation of swimmers moving into or up from their lesson/squad.
- Create an environment that is conducive to learning and appropriate to the maturity and interests of the swimmers by using a range of strategies (i.e. use of whiteboards, games etc).
- Foster good school-community relationships encouraging open dialogue with students, staff and parents; escalate complex issues to the Swim Centre Manager where required.
- Adhere to, and be aware of, the swim meet calendar and encourage participation of swimmers where appropriate.
- Provide basic first aid to the extent that is practical or appropriate to do so.
- Display a good understanding of the Centre's procedures relating to difficult and disruptive swimmers, evacuation and emergency management.
- Attend all compulsory professional development workshops including staff meetings.
- Other duties as requested by the Swim Centre Manager

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to students, staff, parents and the community
- Ability to build positive relationships, negotiate and problem solve
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Work well in a team and be prepared to assist others when required
- Excellent interpersonal skills and customer-service skills

Position Requirements

- Ability to manage competing priorities and deadlines
- Demonstrated Learn to Swim teaching experience with technical knowledge of swim instruction
- Austswim/Swim Australia or ASCTA Teacher of Swimming and Water Safety qualifications
- Hold a First Aid (HLTAID003), Asthma Management, CPR and Anaphylaxis qualification or be prepared to complete both qualifications
- Current LSV Pool Lifeguard qualification will be highly regarded
- A current Working with Children Check (Employment) is an essential requirement of this role
- Current National Criminal Record check (or willingness to undertake a check prior to beginning employment)

Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Director of Swimming

Key Relationships

Reporting to:

- Swim Centre Manager
- Director of Business Operations

Liases with:

- HSAC Office Manager

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary
- Compliance with all requirements of risk management

Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of issues relating to Aboriginal/Torres Strait Islander, cultural and linguistic diversity or disability, among students with whom you will have direct contact, in addressing child protection teaching and disclosures
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application via employment@huntingtower.vic.edu.au by **Friday 26 May 2023**.