

Qualified Casual Pool Deck Supervisor

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

Join our dynamic team at Huntingtower Sports and Aquatics Centre, where we are dedicated to providing exceptional aquatic programs and services to our community. Our mission is to create a safe and welcoming environment where individuals of all ages can learn, grow and enjoy the benefits of swimming and water safety education.

We are currently seeking a highly motivated and qualified Pool Deck Supervisor to join our team. Reporting directly to the Swim Centre Manager, the Pool Deck Supervisor will play a crucial role in overseeing the day-to-day operations of the Huntingtower Swim School Aquatic program. This position requires strong leadership skills, a commitment to excellence, and a passion for promoting water safety.

Key Responsibilities

- Supervise and provide guidance to Swimming and Water Safety Teachers, ensuring adherence to all policies and procedures
- Lead by example, fostering a positive work environment that encourages teamwork, professionalism, and continuous improvement
- Conduct level assessments and address customer inquiries promptly and effectively.
- Cultivate strong relationships with students, parents and the broader community to support the educational goals of the School
- Ensure the safety and well-being of all participants by maintaining high standards of instruction and facility management
- Hours of work are rostered at least 2 weeks in advance, with extra shift for leave coverage available throughout the term. Shifts are generally 1- 6:30pm, Mon to Fri, 8:15 to 11:15am Sat.

You must possess:

- Current AUSTSWIM/ Swim Australia teaching and water safety qualifications
- Foundation coach or coaching experience would be preferable
- Proven experience in a supervisory or leadership role within the aquatics industry
- Current First Aid, Asthma Management, CPR and Anaphylaxis qualifications will be required.
- Excellent communication and interpersonal skills, with the ability to inspire and motivate others.
- Sound knowledge of swimming and water safety principles, as well as relevant industry regulations.
- Strong organisational skills and the ability to prioritize tasks effectively.
- A commitment to upholding the values and standards of the Huntingtower Sports and Aquatics Centre.
- Current Working with Children Check (Employment)
- Must be willing to undertake provided training opportunities for upskilling and professional development.

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
- Will start as Casual with a view to permanent part-time
- Employee Assistance Program for you and your family
- Training and development opportunities

Want to find out more?

A full position description is available below.

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application to employment@huntingtower.vic.edu.au by **Friday 8 March 2024** together with the names, addresses and telephone numbers of three referees.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

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 Islander descent and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures. All potential employees and volunteers will be required to comply with the School's Child Safety Policies and Code of Conduct. Candidates must demonstrate an understanding of appropriate behaviours when engaging with children. The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application.

Position Description

Pool Deck Supervisor (Casual)

Nature of Role

Reporting into the Swim Centre Manager, the casual Pool Deck Supervisor will oversee the day-to-day operations of the pool deck, ensuring a safe and efficient environment for staff and patrons. Additionally, this position will lend assistance as needed in implementing the structured swim program. The Pool Deck Supervisor holds a pivotal position in upholding robust leadership, applying expertise in aquatic safety practices and providing outstanding customer service. This role is tasked with cultivating an atmosphere conducive to learning, tailored to the swimmers' maturity levels, all while fostering positive relationships within the school and wider community.

Main Responsibilities and Duties

The Pool Deck Supervisor's main responsibilities are:

- Supervise lifeguards and swim instructors during scheduled shifts, ensuring adequate coverage and adherence to safety protocols.
- Provide leadership and guidance to pool deck staff, including ongoing training and performance evaluations facilitating their understanding of procedures and key responsibilities.
- Provide day to day guidance and support to Learn to Swim Instructors
- Conduct ongoing Swim School level assessments in accordance with the Huntingtower Swim School program.
- 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 as required
- Conduct regular inspections of the pool deck area, equipment, and facilities to ensure cleanliness, safety, and compliance with regulations.
- Enforce facility rules and regulations, responding promptly to any incidents or emergencies that may arise
- Maintain the professional image of Huntingtower and its programs, creating a safe, informative, friendly, and customer-focused environment
- Foster good school-community relationships encouraging open dialogue with students, staff and parents; escalate complex issues to the Swim Centre Manager as required.
- Assist with the development and implementation of aquatic programs and special events, coordinating staffing and resources as needed.
- Maintain accurate records of pool usage, incident reports and staff certifications, as required by regulatory agencies.
- Collaborate with Swim Centre Manager and stakeholders to promote a positive and inclusive environment for all patrons and staff.
- Provide basic first aid to the extent that is practical or appropriate to do so.
- 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
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

Position Requirements

- Demonstrated Learn to Swim teaching experience with technical knowledge of swim instruction
- Austswim/Swim Australia or ASCTA Teacher of Swimming and Water Safety qualifications
- Foundation coach or coaching experience would be preferable
- 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
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment
- Commitment to ongoing professional development and participation in Professional Learning activities provided by the School
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture
- A positive history of working with children and experience in child-related work

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 Swim Centre Manager

Key Relationships

Reporting to:

- Swim Centre Manager
- Director of Business Operations

Liases with:

- Staff
- Students
- HT Community

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

Commitment to 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. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right 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 students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*