



Qualified Swim Coach

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

Are you passionate about swimming and dedicated to fostering skill development, water safety and a love for aquatic sports? Join our vibrant team at Huntingtower Sports & Aquatic Centre (HSAC) as a **Swimming Coach**.

Reporting to the Swim Centre Manager, the Swimming Coach is responsible for delivering structured lessons and squad sessions, aligned with the HSAC swimming program. This role focuses on technical development, stroke refinement and fostering a positive learning environment for students and the wider 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 12.00-3.00pm and from 3.45pm-6.30pm.

Key Responsibilities

- Conduct structured swimming lessons and squad sessions
- Assist with swim meet and practice schedules
- Promote water safety and confidence among participants
- Monitor and evaluate swimmer performance, offering constructive feedback and goal setting
- Maintain a safe and engaging training environment
- Provide administrative support, including attendance recording and skill assessments
- Foster relationships with students, staff and parents, encouraging open communication
- Adhere to the swim meet calendar, promoting student participation

You must possess:

- Registered coaching qualifications
- Experience coaching squads at competitive levels
- Strong technical knowledge of swimming techniques and training methodologies
- Current First Aid, Asthma Management, CPR and Anaphylaxis certification
- Working with Children Check (Employment) and National Criminal Record Check
- A commitment to providing a high level of customer service and well-developed interpersonal skills
- Current LSV Pool Lifeguard qualification will be viewed favourably
- Teacher of Swimming and Water Safety will be highly regarded

Why work for us?

- Shifts offered all year around to fit within your schedule
- Be part of a supportive and professional team committed to excellence
- Engage with a community-focused program that values safety, skill development and enjoyment
- Opportunities for professional growth and development
- State of the art facility
- Competitive casual hourly rates

Want to find out more?

A position description is available below.

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 12 December 2025** together with the names, addresses and telephone numbers of three referees to employment@huntingtower.vic.edu.au.



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.

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 is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). 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. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

HSAC Swimming Coach

Nature of Role

Reporting into the Swim Centre Manager, the Swim 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 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.
- Be prepared to coach squads from Pre-Squad through to State
- Assist Head Coach with organising and coordinating swim meet and practice schedules for the swimmers
- Actively promote the squad programme and build squad participation
- Monitor and evaluate swimmer performance, providing feedback and setting goals for improvement
- 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
- School group teaching when required
- 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

- Ability to manage competing priorities and deadlines
- Demonstrated Learn to Swim teaching experience with technical knowledge of swim instruction
- Registered coaching qualifications
- Teacher of Swimming and Water Safety will be highly regarded
- Experience as a Swim Coach at a competitive level
- Extensive knowledge of swimming techniques, training methodologies and athlete development.
- Ability to work a varied roster with opens, closes and Saturday work
- Hold a current First Aid, 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
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture.
- 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 Swim Centre Manager

Key Relationships

Reporting to:

- Swim Centre Manager
- Director of Business Operations

Liaises with:

- HSAC Staff
- School 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 LGBTIQA+ 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*