

## POSITION DESCRIPTION

<b>Position Title</b>	Swim School Teacher
<b>Position No.</b>	770
<b>Position Status</b>	Casual
<b>Business Unit</b>	Leisure Services
<b>Division</b>	Community and Culture
<b>Classification</b>	Band 3
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	October 2016
<b>Approved By</b>	General Manager Community and Culture

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution-oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

The swim school teacher is required to deliver quality swim lessons in a safe, fun and effective manner, to have a comprehensive understanding of all aspects of swim teaching and water safety, and to ensure the safety and enjoyment of all participants in all classes in accordance with centre policies.

### ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Aquatics Program Team Supervisor
<b>Supervises</b>	NIL
<b>Internal Liaisons</b>	All Council staff
<b>External Liaisons</b>	Parents, students, user groups, training organisations

## **DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## **QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

### **Accountability and Extent of Authority**

- Work under general supervision.
- Accountable for quality, quantity and timeliness of work.
- Supervise and provide guidance to new staff.
- Provide explanations of specific procedures or practices.

### **Judgement and Decision Making**

- Within general guidelines, ability exists to make decisions relevant to the day-to-day operation of the swim school program.
- Observe discretion and deal sensitively and confidentially with medical and privacy matters.
- Ability to take necessary action, without hesitation, in the case of an emergency, medical or otherwise.
- Required to use your own judgement in accordance with centre and Council policies and procedures.
- Guidance and advice are always available within time to make a choice.

### **Specialist Knowledge and Skills**

- Familiarity with swim school's programs at a public aquatic facility.
- Knowledge of various assessment techniques and their application.
- Well-developed communication and public relations skills.
- Knowledge of Occupational Health and Safety (OH&S) standards.
- Knowledge of centre programs and payment/membership options for swim lessons.

### **Management Skills**

- Ability to complete basic reporting as required.
- Strong skills in organising groups such as program participants.
- Ability to set priorities and manage time.
- Ability to operate autonomously with limited supervision.
- Assist in the training and development of new staff.

### **Interpersonal Skills**

- Ability to communicate effectively, both verbally and in writing.
- Self-motivated.
- Ability to work as a team member and contribute to a team oriented environment.
- Ability to use initiative to resolve minor problems and make decisions.
- A basic level of conflict resolution and negotiation skills.
- Able to provide positive image of Leisure Services operations at all times.

### **Qualifications and Experience**

- Current Austswim Certificate – Teacher of Swimming and Water Safety.
- Current Cardio Pulmonary Resuscitation.

### **The ability to obtain and maintain the following qualifications, registrations, certifications:**

- Current AUSTSWIM Teacher of Swimming and Water Safety Licence, or equivalent.
- Current Cardio Pulmonary Resuscitation.
- Working with Children Check.

## **PEOPLE - RESPONSIBILITIES**

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

## **OPERATIONAL - RESPONSIBILITIES**

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

## **SCHEDULING - RESPONSIBILITIES**

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## **POSITION SPECIFIC - RESPONSIBILITIES**

- Plan, develop and conduct swim lessons to meet the defined needs of the students within the parameters of the centre's swim school program and levels.
- Deliver all swim school classes in accordance with the Aqua Energy Swim School Team Code of Conduct to maximise class participation, enjoyment and safety.
- Actively supervise and direct patrons in correct and safe exercise technique and use of equipment so as to promote an environment where patrons can maximise participation and

enjoyment of the facility's programs and activities in accordance with the Leisure Services Business Plan.

- Regularly communicate with student's parents to update them on their children's progress and to discuss any issues in order to enhance parent satisfaction in accordance with the Leisure Services Business Plan.