

POSITION DESCRIPTION

POSITION:	Swimming and Water Safety Teacher
KEY RELATIONSHIPS:	This position reports to the CGGS Aquatic Swim School Coordinator. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Casual
DOCUMENT DATE:	June 2025

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

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STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to

- CGGS Aquatic Swim School Coordinator

Associated Relationships

- Principal
- Deputy Principal

KEY DUTIES AND RESPONSIBILITIES

1. Curriculum

- In and out of water teaching
- Learn-to-Swim and water safety, teaching across the Swim School, and also the Swim Club and CGGS School programs if required

2. Workplace and Child Safety

- Ensure a safe environment for students, and all staff
- Understand and work within the policy and guidelines relating to child safe standards

3. Other duties as appropriate to the position

- Attend staff meetings as scheduled each term
- All other duties and responsibilities as set out in the CGGS Staff Handbook

4. Customer Service

- Respond as soon as possible to customer needs or concerns to meet agreed standard

5. Teaching

- Commitment to the CGGS aquatic programs and associated educational and teaching standards
- Display interest, enthusiasm, patience, respect and innovation to students and peers
- Develop and implement lesson plans that promote group teaching methods, combining propulsion with water safety and enhancing learning outcomes in knowledge, skill and understanding
- Present learning activities that enhance student’s interaction and collaboration
- Challenge and develop student attitudes and approaches in relation to personal safety and survival

6. Communication

- Listen to students, peers and supervisors in a positive and inclusive manner
- Be respectful with communication; including body language



- Instill, and be respectful of, the position of trust a teacher holds
- Teach and model effective problem solving and conflict resolution
- Work within a team environment to ensure safe, timely and effective set up / lesson delivery & program pack up
- Ensure appropriate attendance and competency records are completed, collated and submitted
- Comply with appropriate legislative and facility requirements
- Recommending students for assessment as appropriate
- Ensures appropriate attendance and competency records are completed, collated and submitted

7. Community

- Understand the unique needs of families, responding appropriately
- Ensure a positive education and well-being mindset approach to teaching
- Interact with parents relating information regarding student learning experiences
- Challenge, develop and support student values and attitudes in relation to personal safety, health and wellness and active lifestyle choices.
- Flexibility to work weekday mornings, evenings and Saturday mornings to share the program workload
- Set an example for parents by interacting, communicating, guiding, and setting clear boundaries and expectations for students in relation to water safety, supervision and risk management.
- Ensure a clean neat presentation in correctly presented uniform
- Display a commitment to continued learning and professional development
- Display understanding & respect to those of different talents, abilities, cultures and faith
- Undertake other duties as requested appropriate to this position

8. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

9. Staff Review

All staff are expected to:

- Participate in the School review process annually in order to continuously improve knowledge and practice

KEY PERSONAL ATTRIBUTES

- Ability to work independently, as well as working collaboratively in a team
- Ability to develop, build and nurture relationships
- Demonstrated initiative
- Excellent customer service skills
- Extremely high standard of personal ethics and good character
- The ability to be discreet and maintain confidentiality
- High level interpersonal skills and well-developed communication skills
- Accessible and approachable for both staff and students
- Commitment to achieving best practice and a passion for swimming
- Positive and flexible attitude
- Punctuality



QUALIFICATIONS

Essential Criteria:

- Teacher of Swimming and Water Safety (valid for 3 years)
- First Aid qualification (Level 2) and current CPR qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- Current Working with Children Check
- Current National Criminal History Police Check

Desirable Criteria:

- Proven experience in similar position
- Teacher of Infant and Pre-school Aquatics
- Working toward Teacher of Competitive Strokes

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

