



St Leonard's College

An education for life.

General Staff

Position Description

Position Title:	Swim School Coordinator
Prepared:	October 2025
Reports To:	Head of Club Sport
Prepared by:	Director of People and Culture

Position Purpose

The Swim School Coordinator is responsible to the Head of Club Sport and is the first point of contact for the Swim School at the College.

The position requires the coordination of the Swim School program, including schedules for students and staff, communication with the stakeholders and budget management. It includes a wide range of administrative, IT and public relations duties associated with the Swim School.

College Values

At St Leonard's College, staff are expected to support the values of the College which include:

Lifelong Learning

We value and develop the essential personal qualities and skills for lifelong learning, including self-confidence, integrity, resilience and creativity. A St Leonard's education prepares students to take their place in the world and make meaningful contributions to society.

People

Our young people are encouraged to embrace diversity and individuality as well as collective responsibility.

Partnership

We consider education to be a partnership between students, teachers and parents, each with their separate roles and responsibilities.

Teachers

Our teachers are committed to continuing personal and professional development and embrace educational innovations. They are fully equipped to adapt to the rapid changes in education.

Community

Students become aware of the needs of the wider community and learn to engage in the world outside of the College community.

Environment

We are committed to protecting the environment as well as addressing the challenges which will face future generations.

Diversity

We welcome all cultures and celebrate diversity. Our students are encouraged to engage with people and cultures that are outside of their immediate world.

Position Status

As per the individual contract of employment.

Reporting Relationship

The position reports to the Head of Club Sport, for day-to-day matters, and then to the Director of Cocurriculum, and ultimately to the Principal.

Duties & Essential Job Functions

Daily Coordination of the Swim School

- Be available in person during all lessons offered by the Swim School, including holiday and weekend lessons.
- Prepare the swim instructor rosters for both St Leonard's College swimming classes and Swim School classes and ensure they are informed of this roster in a timely manner.
- Coordinate the assessment of all St Leonard's College students from ELC to Year 8 to ensure they are swimming in the correct level and maintain student skill levels and records of attendance.
- Develop the swim instructor class allocations to align with budget projections.
- Ensure cover of absent swim instructors and cover classes if a swim instructor is not available.
- Oversee the payment and booking system to ensure all participants are financial.
- Respond to communication from stakeholders promptly.
- Meet and greet parents to the program and help them with inquires and relay messages to their child's swim instructor when required. Keep a record of all necessary documentation.
- Be available for students – help with any queries or problems, including first aid in absence of a College nurse.
- Understand, enter data and keep up-to-date information within the associated software packages.

General Coordination of the Swim School

- Develop and strengthen the Swim School program to maximise opportunities for all stakeholders.
- Prepare financial reports and reconciliations for the Finance department.
- Use the College communication systems to keep all stakeholders informed of activities and processes requiring a response.
- Promote, plan and coordinate the Holiday Intensive Programs, meeting targets and goals for the Swim School.
- Collaborate with the Head of Learning (HSES) to ensure all instructors and PE Teachers are familiar with assessment rubrics.
- Collaborate with College Leadership staff to plan and deliver swimming lessons for students from ELC to Year 8.
- Oversee the additional support or opportunities for individual swimmers.
- Develop opportunities for swim instructors to remain current and skilled in their qualifications.
- Ensure familiarity with Life Saving Victoria Swim and Survive Programs to facilitate training for both instructors and students.

- Maintain an up-to-date online management program of students involved, including information about their swimming ability level.
- Assess and allocate new students to their appropriate class level.
- Conduct final assessments of student's abilities for movement into other levels
- Work with the Head Coach of Swimming to support the St Leonard's College Swimming Program by recommending swimmers to join and assist in training, developing and selecting teams for the College swim teams.
- Work with the Swim Administrator to complete administrative tasks.
- Work with Swim Instructors, providing training to upskill employees
- Any other task as deemed appropriate for the role.

Qualifications and Experience

- Proven experience in swim school coordination (preferably in an education setting)
- Excellent customer service and communication skills
- Strong team leadership and interpersonal skills
- Ability to manage multiple tasks effectively and meet deadlines
- Commitment to delivering high-quality customer service
- A proactive and solution-oriented approach to problem-solving
- Swimming and Water Safety Teacher Qualification (essential)
- Current First Aid (HLTAID011), CPR, Anaphylaxis and Pool Lifeguard certifications (or willingness to obtain within a specified timeframe)
- Current Victorian Employee Working with Children Check

Professional Qualifications and Checks

Teachers

A relevant tertiary qualification in Education is required as a minimum, and you must hold a current VIT Registration.

General Staff

Appropriate qualifications or experience specific to the role are a requirement.

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT Registration before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Before commencing employment, information will be collected to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and for reporting information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy, including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate. Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are expected to support the St Leonard's College Mission Statement and to contribute to the school's reputation as a warm and caring environment, characterised by efficiency, professionalism, and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the St Leonard's College Agreement 2023, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College, trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the College and the development of skills and knowledge of the successful incumbent.