



Position Description

Position:	Learn to Swim and Water Safety Instructor
Position Status:	Casual
Classification:	Level 4, in accordance with The Educational Services (Schools) General Staff Award 2020
Reports to:	Aquatic Centre Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is to provide an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

In 2025, PLC opened the [Joan Montgomery Centre](#) as a state-of-the-art facility revolutionising the way children engage with sports and physical education.

The Centre includes an eight-lane 50-metre pool, a dedicated learn-to-swim pool, diving towers, spectator seating for 400, and multi-sport facilities.

Position Overview

The PLC Aquatics Department is committed to providing educational programs which aim to develop competency in the lifelong skills of swimming, water safety and survival, health and physical activity in aquatic environments whilst focusing on participation and having fun.

Reporting to the Aquatic Centre Manager, this position will deliver professional swimming and water safety instruction to children, from infants through to older students, in an engaging, safe and supportive environment.

Key Responsibilities:

Examples of duties include but are not limited to:

- teaching the PLC Learn to Swim and Water Safety Programs (including out of school hours, the Junior and Senior School, and holiday programs)
- monitoring student progress and adapting teaching to support progression
- assess students against the Learn To Swim curriculum criteria
- provide regular feedback to students and their parents / guardians
- pool supervision
- relevant administrative work associated with these programs
- attend staff meetings and staff professional development days as directed
- actively contribute to a broad range of aquatic activities and have flexibility to undertake all rostered duties

Other Duties

- as directed by the Aquatic Centre Manager
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy & Compliance

Key Relationships:

- Aquatic Centre Manager
- Learn to Swim & Programs Coordinators
- Aquatic Centre Staff
- Students and Parents/Guardians

Mandatory Qualifications / Registrations / Certifications:

- Teacher of Swimming and Water Safety / Swimming Australia Teacher qualification
- AUSTSWIM Certificate or Teacher of Swimming and Water Safety or Victorian equivalent
- appropriate Extension Courses, as accredited by AUSTWIM / Swim Australia / Lifesaving Victoria, desirable
- current Employee Working With Children Check (WWCC)



- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- knowledge of, and commitment to stay abreast of, current and developing trends in school aquatics (i.e. new training techniques and technologies)
- enthusiasm and the ability to motivate and engage students
- excellent interpersonal and communication skills with coaches, students, and parents/guardians
- well-developed organisational skills and administrative capability with strong attention to detail

Key Attributes:

- a passion for teaching and empowering children in swimming and water safety skills
- ability to connect well with children of various ages and stages
- a positive, trusted, and respected role model
- focused on building a culture of collegiality and professionalism within the Department
- ability to work independently and collaboratively as required
- calm under pressure
- clear communication skills, displaying sensitivity and discretion
- positive and proactive approach to students, peers, parents and members of the wider community
- a strong work ethic
- commitment to striving for continuous improvement and achieving exceptional outcomes
- high levels of confidentiality, trust, credibility and honesty
- ability to adapt and operate effectively in a challenging and changing environment
- a commitment to ongoing professional learning and growth in skills

Workplace Health and Safety

PLC is committed to fostering a safe, healthy and respectful environment for all members of the College community. All staff share responsibility for contributing to a positive workplace culture by complying with the College's OHS policies, procedures and practices, taking reasonable care for their own health and safety and that of others, and supporting an environment where wellbeing, safety and respect are valued and prioritised.

Child Protection

PLC is committed to being a Child Safe organisation where the safety, wellbeing and best interests of children and young people are at the centre of all we do. All staff share responsibility for creating and maintaining a child safe culture by complying with applicable child protection legislation and the College's Child Safe policies, procedures and practices. This includes actively supporting student wellbeing, promoting inclusion, respect and empowerment, taking action to keep children and young people safe from harm, and raising any concerns regarding child safety. The College has zero tolerance for child abuse.



Presbyterian Ladies' College
MELBOURNE



Dr Emma Burgess
Principal

April 2026

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive