



St Catherine's School

POSITION DESCRIPTION SWIM ASSISTANT

Department	Health, PE, and Sport	Reports to	Head of Health/PE, Head of Sport, Junior School Sport Coordinator
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Integrity, Curiosity, Perseverance, Empathy, Gratitude 'A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of curiosity . She will always persevere , even when the path ahead seems challenging. She displays genuine empathy and gratitude at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The St Catherine's School Swimming Program is a vibrant and progressive educational operation that includes the School Swim Squads, Learn to Swim Program, and Physical Education-based programs. The School aims to provide a progressive program for the benefit of all of our community.

St Catherine's School Sports and Aquatic Centre is a state of the art facility featuring indoor and outdoor sports facilities, a 25 metre pool with six lanes, a learners' pool, 1 metre diving board, training room, and a flexible classroom for health and physical education.

Working under the direction of the Head of Health/PE, Head of Sport and/or Junior School Sport Coordinator, the Swim Assistant will work closely with Head of Health/PE, Head of Sport and/or Junior School Sport Coordinator and will communicate in a positive manner with the broader School community including staff, students, parents, and contractors/service providers. The Swim Assistant will be responsible for providing specialist surveillance, advice, supervision, safety, first aid, and rescue services to patrons using the School Pool (proactive and reactive) to educate and prevent loss of life by drowning and/or injury.

The Swim Assistant will support the Head of Health/PE, Head of Sport and/or Junior School Sport Coordinator to provide professional supervision in the pool environment to ensure that the highest standard of supervision and safety is implemented.

SPECIFIC RESPONSIBILITIES

Service Delivery

- Ensure the proactive surveillance, safety, first aid, and rescue functions are carried out in the most efficient, appropriate, and proactive manner in accordance with relevant regulations, protocols, and procedures endorsed and implemented by the School.
- Attend relevant training to ensure relevant qualifications are maintained.
- Take active steps to ensure the pool environment in the patrol area is kept free of hazards.
- Take an active role in advising and providing information to staff, students, parents, and contractors/service providers on pool safety matters through informal discussions, as required.
- Communicate effectively, courteously, professionally, and regularly with Head of Health/PE, Head of Sport and/or Junior School Sport Coordinator.
- Maintain standards relevant to Swim Assistant operations at all times.
- While on duty, present and portray a professional image and ensure relevant uniform is worn in accordance with policy.
- Understand and support policies and procedures of the School.
- Ensure relevant documentation and records are kept in a timely and accurate manner.
- Notify Head of Health/PE, Head of Sport and/or Junior School Sport Coordinator of any issues that may arise.

Equipment and Maintenance

- Ensure equipment is placed in an appropriate location at commencement of duty and is used and maintained in-line with protocols.
- Check lifesaving equipment is in place and is in a serviceable condition (including checking for wear, tear, or damage).
- Report any equipment deficiency or maintenance needs to the Facilities Team.

Occupational Health and Safety

- Adhere to all Aquatic Centre safety, security, and user behaviour protocols.
- Administer first aid and resuscitation, if required.
- Identify hazards and minimize risks that might compromise the safety of pool users.

- Collect, set up, pack away, and maintain appropriate equipment needed for Squad sessions.
- Comply with St Catherine's School Occupational Health & Safety Policies and Procedures at all times.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Key Selection Criteria

- Previous experience working as a Swim Assistant.
- Well-developed interpersonal skills and a demonstrated ability to work as effectively as a member of the team.
- Excellent written and verbal communication skills.
- Strong customer service skills.
- Ability to act as a role model in both swimming skills and sportsmanship.
- Current Bronze Medallion (Certificate II in Public Safety (Aquatic Rescue)).
- Advanced Resuscitation Techniques Certificate (HLTAID007).
- Current Pool Lifeguard/Swim Assistant Qualification.
- Current AUSTSWIM (Teacher of Swimming and Water Safety) or Swim Australia™ Teacher Accreditation.
- Current Working with Children Check.
- Apply First Aid (HLTAID003).

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 School and the development of skills and knowledge of the successful incumbent.
