



Presbyterian Ladies' College

MELBOURNE



Position Description

Position:	Lifeguard
Position Status:	Casual
Classification:	Level 5, 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 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.

The role of the Lifeguard is to ensure the safe operation of the Joan Montgomery Centre. The role is responsible for maintaining a safe environment for students, staff, and approved users, in accordance with Victorian legislative requirements and school policies, including child safety standards and duty of care obligations.

Key Responsibilities:

Examples of duties include but are not limited to:

- provide continuous supervision of students and pool users in line with the College's duty of care obligations
- support the delivery of aquatic programs including curriculum swimming lessons, learn to swim program and competitive clubs programs (swimming, artistic swimming, diving)
- enforce safe behaviours and follow school policies
- identify, assess, and manage risks in accordance with the Aquatic Centre risk management procedures
- respond immediately to incidents and emergencies, including performing rescues
- provide first aid in line with Safe Work Australia and school requirements
- conduct daily safety inspections of pool facilities, plant rooms (as required), and equipment
- assist with setting up and packing down equipment for classes and events
- monitor, report, and maintain water quality in accordance with health regulations and College procedures
- accurately document incidents, hazards, and near misses in line with school reporting processes
- set up and pack down lane ropes, equipment, and poolside areas as required, as well as assisting with boom movements and setup
- work collaboratively with teaching staff to ensure safe program delivery
- maintain professional boundaries and appropriate behaviours when working with children
- report any concerns relating to child safety in accordance with school policies and mandatory reporting obligations

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:

- current Pool Lifeguard Qualification
- 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 Victorian aquatic safety and supervision guidelines
- excellent interpersonal and communication skills with coaches, students, and parents/guardians
- experience working in a school or with children, desirable

Key Attributes:

- a strong commitment to the Victorian Child Safe Standards
- strong understanding of duty of care within a school environment
- excellent observation, risk assessment, and decision-making skills
- calm, responsive, and professional in emergency situations
- ability to work within established policies, procedures, and supervision structures
- 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
- 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.



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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.

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

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