



Position Description

Position:	Artistic Swimming Coach
Position Status:	Casual
Classification:	Level 4.2, in accordance with the Educational Services General Staff Award (2020)
Reports to:	Aquatics 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

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

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 learning, care and wellbeing programs. 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 Artistic Swimming Coach is responsible for planning, delivering, and evaluating high-quality coaching sessions that develop athletes' technical skills, physical fitness, artistry, teamwork, and enjoyment of the sport.

The incumbent provides a safe, positive, and inclusive learning environment while supporting athletes to achieve their individual and team goals in training and competition.

Key Responsibilities:

Examples of duties include but are not limited to:

Coaching

- create a safe, inclusive and encouraging training environment that fosters confidence, personal growth and improvement, and enjoyment
- plan and deliver engaging, age-appropriate, and progressive training sessions
- teach and develop artistic swimming skills, including figures, sculling, propulsion techniques, flexibility, strength, choreography, musical interpretation, and routine execution
- monitor athlete progress and provide regular constructive feedback
- adapt coaching methods to suit athletes of varying ages, abilities, and experience levels
- encourage athlete confidence, discipline, resilience, teamwork, and sportsmanship
- promote long-term athlete development and enjoyment of the sport
- prepare athletes physically and mentally for competitions
- attend competitions, performances, and club events as required
- support and nurture a healthy sports culture at PLC
- communicate proactively with students, coaches and staff to maintain a supportive training environment

Risk and Safety

- proactively identify and address potential safety risks, taking necessary steps to mitigate them
- ensure all coaching activities comply with relevant safety policies and aquatic industry standards
- actively supervise athletes appropriately during all training sessions
- conduct equipment, hazard and facility safety checks before sessions and report any concerns accordingly
- respond appropriately to emergencies and follow established emergency procedures
- communicate professionally with families and present in accordance with college dress code
- maintain current coaching, first aid, CPR, and child safety requirements as required by the organisation
- raise any concerns about student wellbeing with the Supervisor
- follow all College processes for student activities including Duty of Care, child safeguarding and all legislative requirements



Other Duties

- as directed by the Aquatics Centre Manager or Artistic Swimming Head Coach
- as directed by the Principal
- 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
- Head Diving Coach
- Learn to Swim & Programs Coordinators
- Aquatic Centre Staff
- Students and Parents/Guardians

Mandatory Qualifications / Registrations / Certifications:

- current Level 1 Artistic Swimming qualification, or working towards completion
- 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:

- demonstrated experience coaching artistic swimming athletes and/or evidence of an artistic swimming background
- experience working within a club or sport environment
- enthusiasm and the ability to motivate and engage students
- excellent interpersonal and communication skills with coaches, students, and parents/guardians

Key Attributes:

- a passion for teaching and empowering children to develop confidence and skills in artistic swimming
- ability to connect well with children of various ages and stages
- a positive, trusted, and respected role model
- commitment to maintain appropriate professional boundaries with students at all times, including during face-to-face sessions and any related communications
- 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
- a 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.

Dr Emma Burgess
Principal

September 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