



Position Description

Position:	Junior Swim Coach
Position Status:	Casual
Classification:	Level 4.2, 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

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 Aquatic Precinct 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 Aquatic Swim Club is committed to providing programs that develop a lifelong love of swimming. Catering to all levels of swimmers, both competitive and non-competitive, we work with each individual to help them achieve their personal goals.

PLC Aquatic Swim Club training focuses on high-quality technique correction followed by fitness development.

Reporting to the Head Coach - Swimming, this position supports and assists the Head Coach and Senior Coaches in the development of swimming teams in an engaging, safe, and supportive environment.

This role requires availability for both morning (before school) and afternoon (afterschool) sessions.

Key Responsibilities:

Examples of duties include but are not limited to:

Coaching & Program Delivery

- **Learning Environment:** create a safe, inclusive and encouraging training environment that fosters swimmer confidence, personal growth and improvement, and enjoyment
- **Session Execution:** as part of the coaching team, support the planning and delivery of an engaging and high-quality swim program designed to foster a passion for competitive swimming, focusing on technical skill development before building fitness
- **Preparation:** arrive prepared for each session with an appropriate coaching plan, ensuring sessions start promptly with all equipment ready
- **Adaptation & Assessment:** continually assess student progress, monitoring performance and adapting teaching methods to support individual growth
- **Feedback:** provide regular clear and actionable technical correction and feedback to students, as well as updates to parents or guardians as required
- **Program Flexibility:** actively contribute to a broad range of aquatic activities, demonstrating flexibility to undertake all rostered duties (which may include out-of-school hours, the Junior School Team, and the Senior School Team)
- **Event Attendance:** attend swim meets as required by the Head Coach - Swimming
- **Training Environment:** nurture a healthy sports culture at PLC and communicate proactively with students, coaches and staff to maintain a supportive training environment

Administration & Team Collaboration

- **Attendance & Learning Environment:** record accurate attendance for each session, maintain a positive learning environment by overseeing student accountability and addressing conduct issues with the support of the Aquatics Manager and Head Coach - Swimming
- **Facility Care:** conduct pool supervision duties and ensure all equipment is returned and stored neatly at the conclusion of each session



- **Team Communication:** liaise with fellow coaches regarding athlete progression and development
- **Meetings & Development:** attend coaches' staff meetings and professional development days as directed, and undertake further training recommended by the Head Coach- Swimming or Aquatic Centre Manager
- **Community & Culture:** encourage and support student commitment to competitive and recreational sport, promote the PLC sport culture and uphold the College's sporting philosophy, expectations, and dress code

Risk and Safety

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- proactively identify and address potential safety risks, taking necessary steps to mitigate them
- adhere to all risk management procedures with the safety of students at the forefront
- adhere to the college's sporting philosophy and expectations
- ensure compliance with health and safety policies and procedures
- manage any specific student medical conditions manage evacuation procedures in the aquatic environment as required, including emergency and incident reporting procedures
- communicate professionally with families and present in accordance with college dress code
- report injuries, hazards and incidents promptly
- brief and de-brief your group after each session
- provide First Aid when required
- 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 Aquatic Centre Manager or Head Coach - Swimming
- 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 Coach - Swimming
- Learn to Swim & Programs Coordinators
- Aquatic Centre Staff
- Students and Parents/Guardians
- Officials & coaches of other clubs (when attending swim meets)

Mandatory Qualifications / Registrations / Certifications:

- current AUSTSWIM Towards Competitive Strokes (TCSC) or SCTA Competitive Stroke Fundamentals (CSFA) certificate, essential
- current Swimming Australia Development Coach Accreditation (or equivalent internal VET units SISSSWM001 / SISSSCO005), highly desirable
- current Lifeguard Qualification, desirable
- current Employee Working with Children Check (WWCC)
- current "Provide First Aid" Certificate (HLTAID011)
- current CPR Qualification (HLTAID009)
- current certification (or willingness to obtain certification through PLC-run programs) in:
 - Asthma First Aid
 - Anaphylaxis Management



- 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:

- deep knowledge of swimming stroke technique with a commitment to mastering technique and ensuring it is maintained under pressure
- strong alignment with a technique-first coaching philosophy, prioritising stroke efficiency and skill development over distance
- a strong background in, or a genuine desire to develop grassroots competitive and recreational swimmers to foster a lifelong love of the sport
- comprehensive understanding of the rules of swimming and the current competition structure within Swimming Victoria
- excellent interpersonal and communication skills, with the ability to confidently engage with coaches, students, and parents
- strong organisational capability, ICT literacy, and high attention to detail
- enthusiasm and the ability to motivate, inspire, and act as a positive role model for students

Key Attributes:

- ability to work seamlessly within a team environment as well as independently when required
- calm under pressure and able to operate effectively in a fast-paced or changing environment
- possesses a strong work ethic, exercising sensitivity, discretion, and a proactive approach when communicating with the wider community
- a positive, trusted, and respected role model
- focused on building a culture of collegiality and professionalism within the Department
- 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
- 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

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