



# Sheldon College Position Description



## Learn to Swim Instructor

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| <b>Department:</b>     | Sports                |
| <b>Responsible to:</b> | Principal             |
| <b>Reports to:</b>     | Learn to Swim Manager |

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## Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our teachers are our most valuable investment. Every member of our academic staff plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter and Learning**. Our Mission is ***"to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world"***. This role is a key stakeholder in the College realising that mission.

## Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.





## Position Overview

The Learn to Swim Instructor is responsible for delivering safe, engaging and structured swimming lessons as part of the College's Learn to Swim program. The role focuses on building water confidence, safety awareness and foundational swimming skills in a supportive and positive environment.

Working under the direction of the Learn to Swim Manager, the role supports the smooth operation of aquatic sessions and contributes to a high-quality customer experience for students and families.

## Key Responsibilities

### Lesson Delivery & Student Engagement

- Deliver Learn to Swim lessons in line with program structure and requirements.
- Create a safe, supportive and engaging environment for all students.
- Support development of water safety, confidence and swimming skills.
- Adapt activities to suit different ages, abilities and learning needs.

### Program Operations & Support

- Assist with setup and pack-down of pool equipment and lesson areas.
- Support the efficient running of daily lesson schedules.
- Monitor student participation and progress throughout sessions.
- Communicate feedback or concerns to the Learn to Swim Manager.

### Customer Service & Communication

- Provide friendly and professional communication with parents and carers.
- Support a positive experience for students and families within the program.
- Assist in maintaining a welcoming and inclusive aquatic environment.

### Events & Additional Duties

- Assist at weekend fixtures, events and aquatic activities as required.
- Support supervision and safe conduct of program activities.
- Undertake other duties as directed by the Learn to Swim Manager.





## Position Requirements

- Passion for water safety and teaching swimming skills.
- Ability to create a fun, structured and safe learning environment.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Positive attitude with a focus on student engagement and enjoyment.

## Qualifications and Experience

- Experience in Learn to Swim instruction or aquatic coaching (preferred).
- AUSTSWIM Teacher of Swimming and Water Safety (or equivalent).
- AUSTSWIM Infant qualification (desirable).
- Current First Aid and CPR (or willingness to obtain).
- Valid Blue Card (Working with Children Check) or eligibility to obtain.

