



POSITION DESCRIPTION

Title:	Learn to Swim Coordinator
Reports to:	Director of Sport through the Head of Aquatics
Date:	November 2021

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal and Torres Strait Islander children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a *Child Safe Policy and a Child Safety Code of Conduct*. All staff members of the school are subject to and expected to comply with the *Child Safe Policy* and the *Child Safety Code of Conduct*.

POSITION PURPOSE

The Learn to Swim Coordinator is the primary point of contact for the "in water" component of the learn to swim classes at GenSwim, from coordination to safety.

This role will be the pool deck supervisor for learn to swim sessions for GenSwim and you will ensure that all students are safe and all sessions run efficiently.

POSITION OBJECTIVES

- To work with Head of Aquatics and Aquatics Coordinator to develop and deliver best practice learn to swim lessons and classes
- Assist in Learn to Swim Staff management including timetable rostering
- Along with Head of Aquatics and Aquatics Coordinator create and deliver staff training and development sessions throughout the year

KEY RESPONSIBILITY AREAS

The duties relative to this position include:

- Conduct pre-enrolment assessment and assist teachers with progression assessments as needed
- Be available to start shift at least 30mins prior to classes start to assist in class set up and pool preparation
- Assist in managing staff to ensure they are prepared for sessions

- Manage customer enquiries and concerns relating to students, learn to swim classes and lesson plans
- Ensure all classes run to time and are conducted safely and efficiently
- Ensure that only essential personal and equipment are on pool deck during class times for safety and operational efficiency
- In case of pool issue or emergency to contact appropriate support promptly or take appropriate action to maintain safety of students, customers, and staff
- To report directly to the Head of Aquatics or Director of Sport with any matters regarding child safety

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Learn to Swim Coordinator is accountable to the Director of Sport through the Head of Aquatics
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Head of Aquatics

SKILLS AND EXPERIENCE REQUIRED

- Hold a current AustSwim or Swim Australia Teacher of Swimming and Water Safety certificate
- Minimum 12 months experience as a learn to swim instructor
- Hold a current Senior First Aid and CPR certificate
- Hold a current Pool Lifeguard qualification

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of the Educational Services (Schools) General Staff Award 2020
- The incumbent will require a Working with Children Check and National Police Record Certificate