



Position Description

Position:	Learn to Swim Coordinator
Position Status:	Full-time, fixed-term
Classification:	Level 5 in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Aquatic Centre Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College 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.



Position Overview

PLC Aquatic Centre is committed to providing educational programs which aim to develop competency in the lifelong skills of water safety and survival, health and physical activity in aquatic environments whilst focusing on participation and having fun. The Learn to Swim Coordinator will portray a passion for developing these skills in our students. The position is responsible for providing an established Learn to Swim and Water Safety program to the PLC College and wider community.

Key Responsibilities

Examples of duties include but are not limited to:

Communication

- build and sustain positive relationships with staff, parents, students and other members of the College community

Organisation

- manage their own workflow in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

Administration and Operations

- prepare, co-ordinate and staff the PLC Aquatic Learn to Swim and Water Safety programs including:
 - enrolments of new students for Learn to Swim and Club programs
 - re-enrolments of existing students for Learn to Swim and Club programs
 - invoicing students for their lessons
 - recruiting learn to swim teachers
 - staff training
 - liaising with parents
- programs are:
 - PLC Early Learning Centre and Junior School Learn to Swim and Water Safety Programs
 - Learn to Swim and Water Safety Programs (out of school hours)
 - holiday programs
 - external schools' programs
- instruct in the school's aquatic based physical education programs from ELC to Year 10
- maintaining the current client database and updating registrations
- assist with management of the Aquatic Centre including understanding and assisting with pool plant and maintenance



Other Duties

- communicating with staff via regular staff meetings, including presenting professional development sessions each term
- validating staff payroll
- promoting PLC Aquatic club programs
- maintaining current assessments/attendances for all children in the learn to swim programs
- reviewing and updating current website and contributing to marketing strategies
- other duties as directed by the Aquatics Centre Manager

Key Relationships:

- Aquatic Centre Manager
- Co-Learn to Swim Coordinator
- Learn to Swim Teachers
- Club Coaches
- Physical Education Teachers
- Students
- Parents

Qualifications / Registrations / Certifications:

- Current Working with Children Check (Employee)
- Undergraduate degree in Sport Administration/Management/Science with an aquatics background or experience in a similar Aquatic Centre position
- Current AUSTSWIM certificate
- Current First Aid and CPR certificate
- Anaphylaxis Management certificate
- Asthma Management certificate
- Pool Lifeguard certificate

Knowledge, Skills and Experience:

- well-developed administrative / ICT skills
- excellent communication and liaison skills
- ability to provide excellent customer service
- strong organisational and time management skills
- solutions focused attitude and sound problem-solving ability
- be a highly collaborative team member
- ability to handle sensitive information with tact and discretion
- ability to connect with and understand young people
- appreciation for diversity and inclusion
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community



Key Attributes:

- high level of personal motivation and energy
- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning, growth in skills and qualifications
- mentor qualities
- an enthusiastic, positive and considerate manner
- customer service experience

Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

Mrs Cheryl Penberthy
Principal

August 2024

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