

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Learn to Swim Co-ordinator (School Age)
Date updated:	March 2025
Reports to:	Operations Manager – Pymble Learn to Swim

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The primary objectives of the role involve leading the development of the School Age Learn to Swim program with a strong focus on the transition of Swimmers from Stroke Development through to our Squad Swimming programs. Emphasis is placed on the continuous development and improvement of the Learn to Swim Teaching Methodology, especially for the School age Learn to Swim and Stroke Development program. Teacher recruitment and induction as well as Teacher training systems will be central to the delivery of a world leading Learn to Swim Program. Collaboration with the Preschool Learn to Swim Coordinator is vital to ensure comprehensive resourcing, coverage, and smooth transitions from the Preschool to the School age program.

The broader responsibilities include fostering water safety by developing swimmers' skills and focusing on swimming technique as a foundation for their potential transition to the Squad competitive program. Additionally, there is a commitment to implementing thorough assessment and feedback processes, ensuring regular and clear updates on each swimmer's progress. Integral to the position is active

participation in the seamless operations of the Pymble Swimming Management team and addressing the specific needs of Pymble College, particularly in relation to the Curricula K-6 swimming program.

A central aspect of the role is the cultivation of positive relationships with team members, swimmers, teachers, parents, and the broader Pymble community, while consistently leading by example as a positive role model.

ROLE ACCOUNTABILITIES

1. School Age Learn to Swim Co-ordinator

- 1.1 Develop and enhance existing School Age Learn to Swim and Stroke Development teaching methodology and program.
- 1.2 Manage and develop systems to enhance recruitment, induction, and training of qualified School Age Learn to Swim and stroke development teachers as well as Deck Supervisors. Cross train teachers in multiple program levels.
- 1.3 Manage all components of Teacher rosters ensuring all shifts are appropriately staffed and timesheets are accurately recorded for payroll purposes. Coordinate replacements as required.
- 1.4 Coordinate the management of efficient shifts always considering seasonal variations and growth or reduction in swim school enrolments.
- 1.5 Manage the development and training of new Deck Supervisors capable of safely managing Supervisor shifts.
- 1.6 Review bookings efficiencies for the School Age program, ensuring classes are appropriately opened or closed and sufficiently staffed according to demand and seasonality.
- 1.7 Ensure the swimming program meets the required standards and is delivered as per the agreed teaching methodology and lesson plans.
- 1.8 Develop teacher training materials, implement training, and conduct workshops to address teaching skill gaps. Provide regular feedback to teachers and assist with improving skills.
- 1.9 Manage enquiries or complaints from Parents or Carers in respect of their child's swimming experience at Pymble.
- 1.10 Manage staff, pool set-up, supervision, class ratios and logistics associated with the School Age Learn to Swim program and other programs run by the Learn to Swim team, including Holiday Intensive programs.
- 1.11 Work collaboratively with the Preschool Learn to Swim Co-ordinator and Customer Service Co-ordinator to ensure efficient operations of the Learn to Swim program, including communications, administration, policies, assessment processes and ensuring up to date knowledge of current industry trends.
- 1.12 Support the implementation of Social Media initiatives, suggest ways to improve the marketing of the School Age program attend fetes and other marketing initiatives from time to time.
- 1.13 Attend regular one on one meetings with Operations Manager Pymble Learn to Swim as well as contribute to Co-ordinator meetings.

2. Pool Deck Supervision

- 2.1 Perform the Deck Supervision role ensuring the safety of teachers, parents, carers, and students are always paramount.

- 2.2 Manage teaching quality ensuring teachers adhere to lesson plans and provide support, training and feedback to teachers as required.
- 2.3 Ensure Pool set up and pack down meets required standards and safety.
- 2.4 Responsible for regular assessments of children and provision of timely and accurate feedback to parents or carers.
- 2.5 Completion of supervisor reporting processes as specified.
- 2.6 Manage regular timely feedback to Parents and Carers about their child's progress and promote students accordingly as per level objectives.

3. Teaching

- 3.1 Teach in water shifts, always ensuring swimmers' safety and creating a positive environment with regular positive feedback.
- 3.2 Build strong rapport with students through a positive approach and delivery of Pymble Swimming lesson plans.
- 3.3 Confidently engage swimmers through investing in their development and encouraging them to maximise each opportunity to expand their skills.
- 3.4 Ensure lesson plans are executed following Pymble teaching methodology whilst maintaining high levels of engagement and interest.
- 3.5 Understand objectives associated with each program level and ensure instructions are always focused on achieving these objectives.
- 3.6 Act as a spare teacher on shifts where required, to support in water training of teachers and in managing children requiring further support.

4. Student wellbeing and development

- 4.1 Provide a safe and secure learning and training environment for all students.
- 4.2 Record incidents in the software system provided by the College.

5. Relationship management

- 5.1 Develop a strong, professional relationship with staff, students, and parents at the College.
- 5.2 Embrace the concept of team and demonstrate respect for the value of professionals working towards attaining a shared vision.

6. Communication

- 6.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

7. Risk and Compliance

- 7.1 Report directly to the Principal on any matters relating to child protection.
- 7.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

8. Professional Learning

8.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

9. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
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- Excellent people and relationship management skills.
- Strong administrative, leadership and organisational skills.
- Current AUSTSWIM Teacher of Swimming and Water Safety certification or equivalent
- Current AUSTSWIM Teacher of Infant and Preschool Aquatics or equivalent
- Current AUSTSWIM Teacher of Towards competitive Strokes or equivalent
- 3 years previous experience as a swimming teacher
- 2+ years' experience as a pool deck Supervisor
- Current First Aid and CPR qualifications.