

Pymble Ladies' College

POSITION DESCRIPTION

Title: Learn to Swim Instructor

Date updated: March 2025

Reports to: Learn to Swim Co-ordinator

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 Learn to Swim Instructor will be responsible for the delivery of swimming education for pre-school, and school-aged Pymble Ladies' College swimmers. You will execute our teaching programs with the assistance of our lesson plans and teaching techniques. The role requires a commitment to the regular allocated shifts each week. There may be a requirement to modify these shifts from time to time at the discretion of the Learn to Swim Co-ordinator and based on the demand and seasonality of the Swim School business.

Pymble Ladies' College is an organisation committed to providing excellence in customer service whilst delivering industry leading standard of learn to swim programs. We have a culture of professionalism and positive engagement within our team.

ROLE ACCOUNTABILITIES

1. Learn to Swim Program

- 1.1 Teach and instruct Pymble swimmers in line with the College values ensuring the safety of swimmers at all times.
- 1.2 Build strong rapport with students through a positive approach and delivery of Pymble Swimming lesson plans.
- 1.3 Confidently engage Swimmers through investing in their development as a Swimmer and encouraging them to focus and maximise each opportunity to develop their skills.
- 1.4 Ensure lesson plans are executed in accordance with Pymble teaching methodology whilst maintaining high standards of engagement and interest in the ongoing development of Pymble Swimmers.
- 1.5 Understand objectives associated with each level of the program and ensure instructions are always focussed on achieving these objectives.
- 1.6 Assist the Supervisor in the set up and pack down of the pool space as required. Ensure teaching equipment is ready before shift commencement and packed away following the conclusion.
- 1.7 Communicate any updates pertaining to a child's swimming progress to the Deck Supervisor or Learn to Swim Coordinator.
- 1.8 Attend periodic in-house training sessions as set out by the Learn to Swim Coordinator as well as any other training required by Management.

2. Student wellbeing and development

- 2.1 Provide a safe and secure learning and training environment for all students.

3. Relationship management

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

4. Communication

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

5. Risk and Compliance

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

6. Professional Learning

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

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

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Current Swim Australia Teacher or AUSTSWIM Teacher of Swimming and Water Safety certification.
- Current CPR qualifications.
- Current Teacher of Infants and Pre-School Aquatics is desirable.
- Previous experience in Aquatic Education or the Aquatic Industry is desirable.