



## Job Description

|                      |                     |                             |
|----------------------|---------------------|-----------------------------|
| Position Title       | Swim Hub Instructor | Date: 04 May, 2017          |
| Function/Department  | Swimming            | Location: Swim Hub AIS/SAIS |
| Manager Name & Title | Aquatics Director   |                             |
| Position Type        | Permanent           |                             |
| Position Status      | Full Time           |                             |

### Position Objective

To provide the Swim Hub Program with a dynamic instructor who is eager to work in a fast paced and inclusive team of Learn to Swim Instructors. Our swim instructors provide ELV Students (3 months to Prep) from AIS and SAIS with opportunities to acquire and improve their water awareness, survival, buoyancy and mobility skills. The Swim Hub Instructor will work closely with the Aquatics Director in managing and delivering the Swimming Program.

### Responsibilities

To provide high quality Swimming lessons to Swim Hub participants through LTS instruction.

- Set up and pack up:
  - Lane ropes
  - Teaching resources (mats, kickboards, toys, etc)
- Organise and direct small group practice activities as directed by the Aquatics Director
- Plan, brief, conduct and evaluate a session
- Undertake evaluation, identify, analyse and treat risk
- Identify needs and develop, prepare, conduct, conclude and evaluate sessions
- Apply legal and ethical teaching practices
- Perform basic water rescues
- Instruct water familiarisation, buoyancy and mobility skills
- Instruct clients in water safety and survival skills
- Instruct strokes and drills
- Assesses swimmer's skills, track and monitors student's progress during lessons, keeping the Aquatics Director informed
- Assists the Aquatics Director with supervising swimmers during lessons
- Maintains the equipment storeroom
- General Office Administration duties including:
  - Phone enquiries
  - Email enquiries
  - Attending meetings
- Manage the planning, preparation and implementation of the Lower Elementary School Swim Scheme Program including:
  - Rosters for LTS Instructors
  - Organisation of certificates
  - Planning of sessions
- Electronic maintenance of Attendance Records for all swimmers
- Support and attendance at School Swimming Carnivals as required by the Aquatics Director
- Test and log water quality daily
- Check and log oxygen equipment daily
- Adhoc duties as prescribed by the Aquatics Director



## Position Requirements

### Essential:

- Good working knowledge of MS Outlook, Word and Excel
- Ability to communicate effectively via a variety of means – especially electronic – within a large organisation

### Desirable:

- Experience with data base applications

## Qualifications

### Essential:

- Swim Australia *Teacher* or equivalent accreditation
- First Aid qualification
- CPR certificate

### Desirable:

- Swim Australia *Teacher of Babies and Toddlers* or equivalent accreditation
- American Red Cross CPro
- International Pool Lifeguard certificate

## Contacts

Aquatics Director, Stamford Aquatic Director, Head of Early Years AIS, Head of Early Years SAIS, Swim Hub Casual LTS Instructors, AIS School Teachers, SAIS School Teachers, AIS Sports Department, SAIS Sports Department, Teacher Assistants, Facilities Manager, Facilities Engineer, Head of Operations and Administration, Maintenance Supervisor.

## Working Conditions

- Some weekend work expected

## Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Duties: To instruct learn to swim lessons for the Swim Hub and Camp Asia

Salary: \$3000-3500

Working Hours: 40 hours per week (3 Morning CCAs, 5 Curriculum Shifts, 5 Afternoon CCAs, 1 Weekend CCA). Shifts may include instructing, mentoring, supervising and administration

Example Shifts:

Morning CCA Swimming: 7:30-8:45am (Babies and Toddlers program)

Curriculum Swimming: 8:45am – 2:30pm (1 hour lunch break)

Afternoon CCA Swimming: 2:45-5:00pm

Saturdays CCA Swimming: 8:30-10:45am

Health and Safety Tasks: various times during the day

Camp Asia during term breaks as required

Annual Leave: 21 days prescribed during school holidays. The Swim Instructors may apply for leave in windows when both AIS and Stamford schools are on holidays. i.e 2017-18: Last two weeks in June / first two weeks in July. Last two weeks in December / first week in January.

Medical Benefits: Local medical insurance provided the applicant is not covered by spouse.

Hospitalization/



|                                      |  |
|--------------------------------------|--|
| Sick Leave:                          | 14 days sick leave and 60 days hospitalization leave |
| Probation Period:                    | 3 months from date of commencement                   |
| Referee request :                    | Applicable   |
| Commencement date:                   | 10 July, 2017  |
| Terms and Conditions to be reviewed: | 12 months (HR Director)                              |