



## Job Description Form

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.

Position Title	Learn to Swim Instructor	Reference: August 2019
Function/Department	Swimming	Location: AIS
Manager Title	Aquatics Director	
Position Type	Casual	
Position Status	Part Time	

### Swim Programs

Casual Swim Instructors may be called upon to assist in the delivery of the following programs:

- Swim Hub Australian International School (AIS) / Stamford American International School (SAIS) Learn to Swim Program (3 months – Prep / KG2)
- AIS Curriculum classes
- SAIS Physical Education Lessons
- Before and after School Co-Curricular Activities (CCA)
- Weekend lessons
- Holiday Programs

### Position Objective

- To provide the above-mentioned programs with a dynamic instructor who is eager to work in a fast paced and inclusive team of both Learn to Swim Instructors and Squad Coaches. Our Swim Instructors ensure that AIS and SAIS Students opportunities to belong, improve, serve and strive in the context of social development and Swimming. The Swim Instructor will work closely with the full-time Swim Hub Team members and other casual instructors, to deliver these Swimming Programs.

### Responsibilities

#### Qualifications

- Maintaining the following accreditation:
  - Water Babies Teachers - Swim Australia Teacher of Babies and Toddlers (or equivalent)
  - Learn to Swim Instructors – Swim Australia Teacher (or equivalent)
  - All staff - First Aid, CPR, AED and Epi-Pen

#### Equipment Set Up and Pack Up

- Assist the Swim Hub Supervisor in ad-hoc duties including preparation and cleanup, before and after each shift, ensuring a safe, clean aquatic environment
- Maintain the equipment storeroom
- Ensure that swim aids are: checked for usability, appropriate to drills, readily available poolside, safely positioned, maintained and clean, returned after use

#### Learn to Swim

- In water delivery of 30 minute Learn to Swim lessons to a variety of levels (set ratios ranging from 1:3 – 1:5 for CCA, and up to 1:6 for Curriculum / PE)



- Commence and complete lessons on time. Manage time effectively, structuring lessons in 10-minute intervals
- Where relevant closely follow prescribed lessons plans within the overall framework of the Swim Schools
- Talent Identification - Monitor individual swimmer's skill acquisition against the set promotion criteria and alert the Swim Hub Supervisor when students are warranting promotion
- Maintain a positive learning environment
- Use appropriate physical contact
- Assist the Swim Hub Supervisor in the maintenance of accurate attendance records
- Enforce our no diving policy

### **Risk Assessment, Duty of Care and Rescue Response**

- Report to the Supervisor (or in absence the most senior staff member) on arrival
- Operate within accepted industry practices
- Alert the Swim Hub Supervisor of any dangers or maintenance issues immediately
- Maintain continuous observation of all students in your care at all times, in or out of the water
- Depths of all areas of both pools must be known. Location of activities must be appropriate
- Fulfill your duty of care to all patrons (participants and spectators) within the aquatic centre
- Ensure students use the 'Student Only' bathrooms and adults the 'Adult Only' facilities
- Report any incidents using the Incident Report forms and the Safeguarding Forms provide
- Be familiar with and enforce the pool emergency procedures. Know exit options. Response in the event of an emergency. Locate emergency phone and recue aids. Retrieve Oxygen Equipment, multiple sizes of Bag Valve Masks (BVM) and Spinal Board, Collars, Speed Blocks and Straps when needed.
- Document and incidents and take witness accounts and details
- Report to Supervisor (or in absence the most senior staff member) before leaving your shift

### **Communication**

- Use appropriate positive language at a suitable volume for the learning environment
- Take charge and instruct in a confident manner
- Use direct instruction prescribing skills which are commiserate with the Student's physical ability, energy level, and mental preparedness. Consider the Students age and mental capacity
- Address Student's using their first name in an appropriate manner
- Account for cultural and linguistic diversity
- Modify activities for students with disabilities, learning difficulties. Seek advice for the Aquatics Director or Swimming Administrator
- Implement positive behavior management and when needed intervene in an appropriate manner. Document and inform the Swim Hub Supervisor of any serious incidents
- Identify and students lacking in confidence or preparedness and alter communication, drills and skills where needed
- Display empathy with Students if problems arise
- Provide alternate communication to Students when misunderstandings occur
- Recognise individual differences and alter instructions, skills and drills to suit
- Provide Individual and group recognition for improved Student performance
- Interact positively with Students, Coworkers and Parents. Ensure equitable participation by all Students and provide all Students regular appropriate encouragement and positive feedback
- Keep communication with other Staff effective and relevant. Keep use of the mobile phone on pool deck to an absolute minimum. Tip: where possible us a tablet or laptop for work relate tasks, as parents cannot tell what you are doing on the phone



- Move around when coaching. Avoid sitting down, leaning and standing in one place, especially when on the outside lanes. Maintain eye contact and position yourself to provide effective verbal communication. Tip: when outdoors be mindful of the position of the sun

### Image

- Present a professional and positive image
  - Clothing
  - Grooming
  - Behaviour and manner
  - Language
  - Confidence
- Project that you are having a positive experience
- Conduct yourself in a legal, ethical and professional manner

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

### 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

### Contacts

- Students, Instructors Coaches, Parents, Full-time Swim Hub Staff, Aquatics Director, Swim Hub Casual LTS Instructors, AIS School Teachers, SAIS School Teachers, Teacher Assistants

### Working Conditions

- Mainly in-pool work

### 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).



**Australian  
International  
School**

## **Job Description Form**

**Main Duty:**

- To instruct learn to swim lessons for the Swim Hub (AIS & SAIS)

**Possible Shifts:**

- Morning CCAs, AIS Curriculum, SAIS PE, Afternoon CCAs, Weekend CCAs, Holiday Programs, Duty of Care. Shifts may include instructing, mentoring, lifeguarding / supervising.