



## 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	Swim Hub Instructor/Lifeguard	Reference: June 2019
Function/Department	Swimming Hub	Location: AIS
Manager Title	Aquatics Director	
Position Type	Permanent	
Position Status	Full Time	

### Position Objective

- To provide AIS Main Pool and Swim Hub Early Learning Village (ELV) Pool with a flexible, versatile aquatic specialist, meeting the coaching, teaching, and lifeguarding needs of students aged 3 months to 18 years. A dynamic Instructor / Lifeguard who is eager to work as a member of our Swim Hub Learn to Swim Team. This team of 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. They will work closely with the Aquatics Director and other members of the Swim Hub Team to manage, deliver, and lifeguard multiple Swimming Programs, which will include AIS PE supervision (Year 3 – Year 12) and the possibility of some squad coaching.

### 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
- Evaluate, identify, analyse and treat risks
- Identify needs and develop, plan, prepare, brief, supervise, 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
- Lifeguard / Supervise swimmers during lessons
- Maintains the equipment storeroom
- Assist with General Office Administration duties if required including:
  - Phone enquiries
  - Email enquiries
  - Attending meetings
- Assist with the planning, preparation and implementation of AIS Curriculum & SAIS PE lessons:
  - Rosters for LTS Instructors
  - Organisation of certificates
  - Planning of sessions



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- Assist with the 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

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:

- Flexibility
- Work Ethic
- Ability to communicate effectively via a variety of means within a large organisation

Desirable:

- Good working knowledge of MS Outlook, Word and Excel

### Qualifications

Essential:

- First Aid qualification
- CPR certificate
- Attendance at ASCTA International 28-30 September 2019

Desirable:

- Swim Australia *Teacher* or equivalent accreditation
- Swim Australia *Teacher of Babies and Toddlers* or equivalent accreditation
- Swim Australia *Teacher of Competitive Swimming* or equivalent accreditation
- International Pool Lifeguard certificate or RLSSA Pool Lifeguard accreditation

Please note AIS will host ASCTA International 28-30 September 2019. The successful candidate will receive Swim Australia Professional Development free of charge at this convention.

### Contacts

Aquatics Director, 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, AIS Head of ELV, SAIS Head of ELV, AIS Deputy Head of ELV, SAIS Deputy of ELV, SAIS CCA Coordinator



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### Working Conditions

Some Saturday morning work expected (approximately 3 hours, 35 weeks of the year)

### Terms of Employment

Duties:	To instruct learn to swim lessons for the Swim Hub To provided lifeguard during AIS PE lessons
Working Hours:	40 hours per week. Shifts may include instructing, mentoring, lifeguarding and administration Example Shifts: Morning CCA Swimming: 6:10-7:55am Curriculum Swimming: 8:45am – 3:15pm (1-hour lunch break) Afternoon CCA Swimming: 3:15-5:00pm Saturdays CCA Swimming: 7:00-10:00am Health and Safety Tasks: various times during the day Holidays Camps during term breaks as required by the Aquatics Director
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. 2019-20: Last two weeks in December / first two weeks in January; Last two weeks in June / first two weeks in July. In addition, Leave Without Pay during AIS school holidays is also an option.
Medical Benefits: Hospitalization/ Sick Leave:	Group medical insurance 60 days hospitalisation leave including 14 days sick leave
Probation Period:	3 months from date of commencement
Referee request :	Required
Background Check:	Required