



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	Casual Swim Instructor	Reference: March 2022
Function/Department	Swimming	Location: Singapore
Manager Title	Aquatics Director	
Position Type	Casual	
Position Status	Part Time	

Position Objective

Our Swim Programs operate across two pools. The Swim Hub Learn to Swim pool, located in the Early Learning Village and the Shark Tank on AIS main campus. Some Instructors, Coaches, & Lifeguards specialise in a particular age brackets or ability levels. Other versatile staff enjoy assisting in the delivery of a range of programs listed below.

Swim Hub caters to students from 3 months to 6 years from 3 schools, Australian International School (AIS), Brighton College Singapore (BCS), Stamford American International School (SAIS).

Learn to Swim Programs offered at Swim Hub:

- AIS Curriculum Swimming during school hours (9:00am – 3:00pm)
- BCS Physical Education lessons during school hours (9:00am – 3:00pm)
- SAIS Physical Education lessons during school hours (9:00am – 3:00pm)
- Co-Curricular Activity (CCA) Swimming held before and after school, and on Saturday mornings
 - Parent and Baby classes
 - Learn to Swim lessons

Shark Tank AIS Main Pool caters to students from 6 – 18 yrs. Programs include:

- AIS Swim Scheme Curriculum Learn to Swim Lessons for Years 1-2 during school hours (8:40am – 10:40am)
- AIS Physical Education classes for Years 3-4 (during school hours)
- AIS CCA Swimming before and after School & weekends
 - Learn to Swim lessons for Years 1-4
 - Stroke Development (Mini Squads) Years 1-4
 - Fitness Squads Years 5-12
 - Competitive Squads Years 3-12
- Holiday Programs

To provide the above-mentioned programs with a dynamic instructors and coaches 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, BCS and SAIS Students have opportunities to belong, improve, serve, and strive in the context of social development and Swimming. The Swim Instructor / Swim Coach will work closely Full-Time Instructors, Coaches, & Teachers, and other Casual Instructors, & Coaches to deliver these Swimming Programs. AIS is continually looking for good casual staff to add to relief pool.



Responsibilities

Equipment Set Up and Pack Up

- Assist the Supervisor in ad-hoc duties including preparation and cleanup, before and after each shift, ensuring a safe, clean aquatic environment
- 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)
- 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 Supervisor when students are warranting promotion
- Maintain a positive learning environment
- Use appropriate physical contact
- Assist the relevant Supervisor in the maintenance of accurate attendance records
- Enforce our no diving policy

Risk Assessment, Duty of Care and Rescue Response

- Report to the relevant Supervisor on arrival
- Operate within accepted industry practices
- Alert the 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 rescue 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 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 from the Aquatics Director or full-time staff of the relevant pool.
- Implement positive behavior management and when needed intervene in an appropriate manner. Document and inform the 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
- 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. Provide regular appropriate encouragement and positive feedback
- Keep communication with other Staff effective and relevant. No mobile phones are permitted on the pool deck.
- 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

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. 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 Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- 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

Qualifications

- Maintain currency of the following accreditation:
 - Water Babies Teachers - Swim Australia *Teacher of Babies and Toddlers* (or equivalent)
 - Learn to Swim Instructors - Swim Australia *Teacher of Swimming & Water Safety* (or equivalent)
 - Coaches - Swim Australia *Teacher of Competitive Swimming* (or equivalent)
 - Lifeguards - Bronze Medallion (or equivalent)
 - First Aid, CPR, AED and Epi-Pen
- Accreditation is available through AIS please contact the Aquatics Director for further details.

Contacts

Students, Casual & Full-Time Instructors & Coaches. Aquatics Director, AIS Swimming Administrator. AIS, BCS, & SAIS School Teachers & their Teacher Assistants.

Working Conditions

- Teaching Learn To Swim in the water
- On-deck coaching of Stoke Development & Fitness Squad Groups
- The Swim Hub pool is custom built Learn To Swim pool is 20m x 8m (usually 10 x 2m x 8m lanes), featuring an 85% UV protected roof. Depth of 0.75-1.1m,.
- Shark Tank the outdoor pool at AIS main campus is a 25m x 20m (8 Lanes), 1.0-2.0m deep.



**Australian
International
School**

Job Description Form

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).

- Main Duty: To instruct learn to swim lessons and / or coach swimming
- Possible Shifts: Morning CCAs, AIS Curriculum, BCS PE, SAIS PE, Afternoon CCAs, Weekend CCAs, Holiday Programs, Duty of Care, Lifeguarding
- Referee request: Required
- Background Check: Required