



Position Description

Learn to Swim Instructor

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

Roseville College is seeking enthusiastic and passionate Learn to Swim Instructors for our new state-of-the-art school pool. You will be responsible for teaching in a program that promotes water safety and swimming skills for students of all ages and abilities. Instructors may be required to work before, during and after school as well as on weekends. Experienced and suitably qualified instructors are encouraged to apply, as are applicants interested in undertaking additional training towards specialist teaching including coaching.

Key relationships

Principal
Deputy Principal
Director of Co-Curricular
Head of Swimming and Pool Operations
Director of PDHPE and Sport
Head of Sport

Reports to

Learn to Swim Coordinator

Direct reports

Nil



Learn to Swim Instructor

Key responsibilities

- Conduct individual and group swimming lessons according to the Roseville College Swimming program manuals and instruction guidelines at a consistently high standard.
- Tailor the learning experience to meet the individual needs of each student.
- Set up and pack up equipment required to deliver Learn to Swim lessons.
- Provide a safe and encouraging environment for all Learn to Swim participants.
- Keep accurate records for attendance and skill acquisition when required.
- Attend staff training sessions.
- Maintain positive interactions with students, parents / guardians, and fellow staff.
- Perform other duties as required.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Current Teacher of Swimming and Water Safety or equivalent, or willingness to obtain
- Current CPR certification or willingness to obtain.
- Current NSW Working with Children Check.
- Extension qualifications such as Babies and Toddlers, Competitive Swimming, Learners with a Disability are encouraged.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College 27 Bancroft Avenue Roseville NSW 2069 rosevillecollege.com



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Essential attributes

- Actively supportive of the Christian mission and values of the College.
- Demonstrates a strong commitment to promoting girls' sports, especially swimming and water safety.
- Open to giving and receiving constructive feedback, with a focus on continuous improvement.
- Maintain clarity, calmness, and effectiveness in high-pressure situations.
- Demonstrated integrity, commitment and ability in a similar role.
- Approachable with exceptional interpersonal & communication skills.
- Collegial and collaborative with the ability to work well in a team.
- Creative and solution-focused thinker.
- Creates and maintains a positive environment.