

## POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

<b>JOB TITLE</b>	<b>Learn to Swim Teacher</b>
<b>SCHOOL</b>	Melbourne Girls Grammar 86 Anderson Street South Yarra VIC 3414
<b>FACULTY/DEPT</b>	Artemis
<b>CLASSIFICATION</b>	Casual - Instructional Services Educational Services (Schools) General Staff Award 2020
<b>REPORTS TO</b>	Learn to Swim Coordinator, Aquatics Program Manager and Head Coach, Head of Sport and Coaching, Deputy Director of Artemis Programs and ultimately the Principal.
<b>SUPERVISES</b>	Students from Prep -Year 12.
<b>POSITION OBJECTIVE</b>	<p>Melbourne Girls Grammar aspires to deliver a leading sport and physical activity program which nurtures confident and capable students with skills, knowledge and behaviours to:</p> <ul style="list-style-type: none"> <li>• Be fit for life;</li> <li>• Make healthy and informed decisions relating to their physical wellbeing and performance;</li> <li>• Try new things in an ever-changing environment.</li> </ul> <p>It is the Artemis Centre vision for <i>every Grammarian to be active every day</i>, and for every graduate to leave MGGS engaged in sport or physical activity on a regular basis. The aim of a Learn to Swim Teacher is to inspire students and provide a positive learning environment for students to stay engaged, develop skills, enjoy competition, and create lasting friendships throughout the season.</p> <p>This casual Learn to Swim teacher position works closely with the Learn to Swim Coordinator and Aquatics Program Manager and Head Coach to develop and promote the Artemis Aquatics program.</p> <p>This position description is aligned with the <i>MGGS Sport Coach Performance and Development Review</i>, which guides a process of self-reflection, open discussion and goal setting. This review process is completed every 12 months at the end of the academic year.</p>



PERFORMANCE CRITERIA	<b>KEY ACCOUNTABILITIES</b> The expectations and responsibilities of the Learn to Swim Teacher are aligned with the following 8 Performance Criteria and will guide the Performance Review at the end of the season/year.
<b>COACHING</b>  <b>(TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES)</b>	<ul style="list-style-type: none"> <li>• Provide high quality and effective swimming instruction; utilising contemporary coaching principles and methodologies;</li> <li>• Deliver engaging, creative and interesting classes and actively participate to demonstrate skills and movements;</li> <li>• Display a strong technical knowledge of Artemis Aquatics Learn to Swim levels and criteria, skills and physical development progression, swimming competition rules and regulations;</li> <li>• Differentiate teaching and coaching strategies according to age and abilities of participants;</li> <li>• Assist the Learn to Swim Co-ordinator and the Aquatics Program Manager and Head Coach with assessment of participants to ensure appropriate class level selection;</li> <li>• Develop student competence over time, whilst fostering confidence, a positive learning environment; and</li> <li>• Encourage creativity, fun and passion for the sport.</li> </ul> <p><i>Mandatory administrative tasks:</i></p> <ul style="list-style-type: none"> <li>• Provide administrative and pool-deck support to the Learn to Swim Co-ordinator when needed;</li> <li>• All shifts will include 15 minutes after classes end to pack up equipment;</li> <li>• Mark the roll for each session via Fusion.</li> </ul>
<b>PROFESSIONAL BEHAVIOUR</b>	<ul style="list-style-type: none"> <li>• Arrive on time for each session, and with enough time to set up, this includes time to brief with the coaching team;</li> <li>• Wear the correct uniform to each session and present neat and polished:               <ul style="list-style-type: none"> <li>○ Artemis Aquatics rashie with appropriate swim wear and navy or black shorts.</li> <li>○ MGGS Coaches tee shirt and match with navy or black pants/shorts when teaching out-of-water.</li> <li>○ A navy/black long-sleeve top can be worn underneath the tee if needed. A navy/ black jacket or jumper is also recommended depending on severity of weather.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>○ Appropriate shoes for the relevant surface.</li><li>• Display maturity and always behave professionally with students, parents and colleagues;</li><li>• Show care for all equipment and facilities, following procedure to safely return equipment to correct storage area; and</li><li>• Display high levels of trust, integrity, and work ethic.</li></ul>
<b>PLANNING AND PREPARATION</b> <b>(SELF-MANAGEMENT)</b>	<ul style="list-style-type: none"><li>• Prepare for classes ahead of time and deliver them to pre-planned structures/schedules;</li><li>• Manage time effectively to get the most out of every class;</li><li>• Display excellent organisational, planning and time-management skills;</li><li>• Consistently meet deadlines and targets as set by the Learn to Swim Co-ordinator and Aquatics Program Manager and Head Coach;</li><li>• Monitor swimmer attendance, including recording attendance and informing the Pool Deck Supervisor and/or Learn to Swim Co-ordinator of student achievement and progress;</li><li>• Communicate inconsistencies with class lists, attendance, or student behaviour, when necessary, to the Pool Deck Supervisor and/or Learn to Swim Co-ordinator.</li></ul>
<b>RELATIONSHIP BUILDING</b>	<ul style="list-style-type: none"><li>• Be friendly and approachable with students, parents and colleagues;</li><li>• Place importance on knowing each student on an individual level - learn their names, understand their level of skill, motivation and confidence;</li><li>• Adapt behaviours to suit different age groups and stakeholders;</li><li>• Display active and effective listening skills;</li><li>• Display empathy and nurture athletes when appropriate;</li><li>• Foster close and collaborative relationships with relevant stakeholders to ensure a holistic approach to skills and physical development, and student wellbeing.</li></ul>



<b>COLLABORATIVE PRACTICE</b>	<ul style="list-style-type: none"><li>• Work with the Pool Deck Supervisor, Learn to Swim Co-ordinator and Aquatics Program Manager and Head Coach to ensure compliance with sport integrity and inclusion and sport policies;</li><li>• Ensure up to date understanding of team objectives and goals, and contribute meaningfully to furthering the Artemis Aquatics Program;</li><li>• Work well within the team – act as a team player;</li><li>• Proactive, resilient and able to work productively in a high performance work environment;</li><li>• Take accountability for delivery of individual outcomes.</li></ul>
<b>DECISION MAKING</b>	<ul style="list-style-type: none"><li>• 'Think on your feet' and find solutions to problems quickly and effectively;</li><li>• Manage competing priorities appropriately - understand what needs actioning now or can wait; and</li><li>• Recognise when help is required and be confident to ask for support.</li></ul>
<b>COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"><li>• Communicate using approved methods/platforms only:<ul style="list-style-type: none"><li>○ Formal emails</li><li>○ Telephone calls and texts</li><li>○ eVI posts</li></ul></li><li>• Respond to communication quickly and effectively;</li><li>• Notify the Learn to Swim Co-ordinator of important information ahead of time, or as soon as possible (e.g. when you cannot work a shift);</li><li>• Communicate information clearly and ensure instructions are easy to understand;</li><li>• Be professional, polite and age-appropriate in all communications with all groups, including students, parents, MGS Staff and officials;</li><li>• Awareness of the need for sensitivity and confidentiality in all dealings;</li><li>• Appropriately defer issues or problems to the Pool Deck Supervisor, Learn to Swim Co-ordinator, Aquatics Program Manager and Head Coach, such as student or parent complaints.</li></ul>



<b>CHILD SAFETY, RISK AND POLICIES</b>	<ul style="list-style-type: none"><li>• Actively check environments for risks at the beginning of each session, and immediately address them as appropriate;</li><li>• Always ensure the safety of the participants by promoting a physically, emotionally, and culturally safe space for students;</li><li>• Always remain equipped with first aid kits when required (e.g. coaching off-campus) and administer first aid if a student is in need;</li><li>• Report all incidents, accidents and identified risks to the Pool Deck Supervisor, Learn to Swim Co-ordinator, Aquatics Program Manager and Head Coach or Deputy Director of Artemis Programs. This includes 'near misses' and lost or broken equipment;</li><li>• Take personal accountability to be adequately informed of student medical conditions;</li><li>• Ensure School policies regarding Uniform, Sun Protection, Positive Relationships, Duty of Care and Child Safety are adhered to without exception;</li><li>• Adhere to the MGGS Sports Coach Code of Conduct; and</li><li>• Fulfill First Aid, Policy Register, Anaphylaxis and/or Mandatory Reporting requirements as may be designated by the School or according to the Artemis Coaches Handbook.</li></ul>
<b>OTHER</b>	<ul style="list-style-type: none"><li>• Swim Teaching at MGGS involves the demonstration of skills, techniques and drills, and active participation. It is a requirement that Swim Teachers are physically fit and healthy enough to carry out demonstrations and actively participate in swim teaching activities without risk of harm to themselves or others.</li><li>• Any other duties as requested by the Learn to Swim Co-ordinator and the Aquatics Program Manager and Head Coach, Deputy Director of Artemis Programs, Head of Sport and Coaching or the Principal.</li></ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Valid Victorian Employee Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration;</li><li>• Current First Aid and CPR training (HLTAID001 + HLTAID003); and</li><li>• ASCTA Swim Australia Teacher (SAT) accreditation, and/or AUSTSWIM Teacher of Swimming and Water Safety (TSW) accreditation</li></ul> <p><b>Desirable</b></p>



	<ul style="list-style-type: none"><li>• ASCTA Swim Australia Teacher of Competitive Swimming (SAT CS);</li><li>• AUSTSWIM Teacher of Towards Competitive Strokes (TCS);</li><li>• Valid Victorian Driver's License.</li></ul>
--	---

All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, annual performance review processes and regular staff training and professional development.

Employment with Melbourne Girls Grammar is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.

**Child Safety Statement: Melbourne Girls Grammar**

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures, and
- is committed to promoting physical, emotional and cultural safety for all children is committed to providing a safe environment for all children

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit <https://www.mggs.vic.edu.au/>

Reference	Rev	Date	Page	Authorised By	Signed by Employee
Learn to Swim Teacher	4	May 2021	6 of 6	Head of Sport & Coaching	_____/____/____