



## POSITION DESCRIPTION

<b>Position:</b>	Swimming Instructor
<b>Department:</b>	Aquatics
<b>Reports to:</b>	Aquatic Centre Manager
<b>Commencement Date:</b>	Term 4, Monday 3 October 2022
<b>Schedule:</b>	Casual
<b>PD Updated:</b>	September 2022

Ruyton Girls' School is a forward-thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community.

## POSITION SUMMARY

As part of our successful Aquatics program, the Swimming Instructor will be responsible for providing high quality, age appropriate swimming instruction and for providing a welcoming and safe environment to enable children to develop essential skills and confidence in the water.

## RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such, this role may be altered to adapt to the evolving needs of the School.

The responsibilities of the Swimming Instructor may include but are not limited to:

### Swimming Instruction

- Provide a nurturing and supportive environment for children to develop water confidence and safety
- Promote a safe learning environment that ensures best practice age and developmental appropriate teaching methodology
- Support the physical and emotional wellbeing of the swimmers in line with the School's philosophy and through liaison with school based staff

### Communication and Development

- Maintain clear and positive communication with swimmers, staff and parents
- Foster a welcoming and positive environment for all swimmers
- Provide a high level of customer service

### General Duties and Administration

- Complete reports, reviews and administrative tasks as required

### Safety

- Understand and adhere to Ruyton's Child Safety policies and procedures
- Take all practicable measures to ensure swimmer safety
- Support the Aquatics Centre Manager in identifying and managing any safety risks and protecting swimmers under your care

## **EXPECTATIONS OF STAFF**

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively.

All Ruyton staff members are required to:

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly of any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the school
- Contribute to and support the strategic directions of the school
- Adhere to the schools policies
- Obey the law.

## **KEY WORKING RELATIONSHIPS**

- Ruyton Aquatic Community
- Aquatic Senior Coaches
- Aquatic Centre Manager
- Responsible to Principal.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Essential Criteria**

- Available to work weekday and/or Saturday mornings
- Current recognised Teacher of Swimming and Water Safety qualification (eg. AUSTSWIM or Swim Australia)
- Current recognised Teacher of Infant and Preschool Aquatics qualification (eg. AUSTSWIM or Swim Australia)
- CPR
- Working with Children Check
- Ability to demonstrate a variety of aquatic skills to children of all abilities
- A passion for swimming and teaching, and making children safe and confident around water
- Outstanding communication skills and an ability to connect and work with young children and their parents/carers
- Commitment to customer service excellence to ensure swimmer and parents are gaining maximum benefit and enjoyment from the services provided
- Capacity to work collaboratively and effectively across the Swim School environment
- Well organised and flexible
- Possess and encourage a growth mindset.

## Desired Criteria

- Level 2 First Aid, and Anaphylaxis training
- Experience in instructing learn to swim programs and delivering age/developmental appropriate lesson plans

## TO APPLY

Applications should be emailed to Ms Linda Douglas, Principal, [recruitment@ruyton.vic.edu.au](mailto:recruitment@ruyton.vic.edu.au) by **midday Monday 26 September 2022**. No hard copies please.

Enquiries should be directed to HR, [recruitment@ruyton.vic.edu.au](mailto:recruitment@ruyton.vic.edu.au)

## RUYTON COMMITMENT TO CHILD SAFETY

Ruyton is committed to ensuring a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe program, including Child Safe polices and ongoing Child Safe training. Our recruitment processes place people that support and reflect our Child Safe and wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance for child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

*This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*