

Position Description



POSITION TITLE:	<i>Swim Teacher</i>
POSITION NO:	<i>4144</i>
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Recreation and Open Space
SECTION:	Maribyrnong Aquatic Centre
CLASSIFICATION:	Band 3A Physical/Community Services Employees
LOCATION:	1 Aquatic Drive, Maribyrnong
DATE:	April 2026

ORGANISATIONAL RELATIONSHIPS

Reports to:	Aquatics Team Leader
Supervises:	Nil
Internal Liaisons:	MAC Manager, Coordinator Aquatics & Programs, MAC staff and all Council employees.
External Liaisons:	MACqua Education Swimming and Water Safety class participants and their Parent/guardian

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council’s values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Conduct Swimming and Water Safety Lessons, in an efficient and responsive manner with the aim being to offer the highest standards of supervision, instruction and safety

Represent the Centre in a customer focused and professional manner.

DUTIES AND RESPONSIBILITIES

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Liaise and communicate effectively with class participants and their parent/guardian

Maintain a safe environment for the duration of the class.

Continually maintain and upgrade knowledge to provide the highest standards of swimming and water safety education.

Provide instruction to class participants to support their development in achieving proficiency in swimming and water safety skills and progress through the RLSS-A Swim and Survive program levels

Responsible to commence and finish classes according to the rostered schedule.

Continuously review and adjust the grading of class participants to ensure continuity of progression through the RLSS-A Swim and Survive Program.

Ensure appropriate relevant qualifications remain current and valid at all times.

Assist and rectify where possible, class participant's difficulties and queries

Actively participate in team development workshops, meetings and training

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

Adherence to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

It is important that employees consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

Be familiar with Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

Practice and promote Council's Equal Opportunity, Harassment and Bullying principles by treating fellow staff and our customers fairly and equitably and without discrimination, harassment or bullying.

Promote a positive image of the council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The conduct of a swimming and water safety class which provides safety for class participants for the duration of the lessons.

Taking appropriate action as part of the MAC Emergency Action Plan should, a situation arise.

Adhering to the Code of Conduct of the appropriate Teacher of Swimming and Water Safety Qualification.

Test and evaluate swimming standards and issue relevant MAC Swim Lesson promotion cards to Class participants for presentation at Customer Service to receive appropriate Aquatic Certification

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JUDGEMENT AND DECISION MAKING

The ability to provide guidance and advice to class participants to the level of training and expertise.

Independent decisions are made to ensure that safe and effective classes are carried out.

The ability to pro-actively prevent dangerous situations developing within the swimming and water safety lesson.

The ability to recognise and assist any class participant struggling in the Aquatic environment.

SPECIALIST SKILLS AND KNOWLEDGE

The ability to appropriately and effectively perform and demonstrate water education skills including stroke development and technique, and water safety elements.

The ability to effectively impart their knowledge of water education skills to class participants

The ability to adapt teaching styles to engage with students different learning requirements

MANAGEMENT SKILLS

Time Management skills required for effective service delivery.

Understanding of principles of Occupational Health & Safety as they relate to the workplace.

Ability to assist, where necessary, other staff to ensure smooth operation of the Centre

INTERPERSONAL SKILLS

Good oral communication skills required for class participant liaison and instruction.

A sensitivity to the many and varied issues facing our community (multicultural and socioeconomic).

Ability to maintain individual work requirements within the MAC team framework.

Good communication skills with peers and Supervisors.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

Australian Teacher of Swimming and Water Safety Certification (Austswim, LSV, ASCTA or industry standard SISSS00132-Swimming and Water Safety Teacher)

Australian Teacher of Swimming elective qualifications to work in specialist areas.

Provide First Aid Certificate (HLTAID011).

Resuscitation Certificate. (HLTAID009)

Working with Children Check – Employment version.

No relevant criminal record found in a police check.



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Desirable:

Prior Swim Teaching experience.
Specialist extension qualifications in Infant, Access & Inclusion or Adult lessons.
A second language

KEY SELECTION CRITERIA

Listed essential qualifications.
Physically and mentally fit to undertake duties as outlined in this position description.
Experience working with diverse communities

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: Date:

Manager/
Coordinator:..... Date: