

# Information Pack



## Swimming Teacher

Your application can be lodged online – [City of Rockingham Job Vacancies](#)

**Applications are open until we find you, our perfect candidate. Apply now!**

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at [jobs@rockingham.wa.gov.au](mailto:jobs@rockingham.wa.gov.au) or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

# Employment Conditions

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location                                                        | Aqua Jetty, 87 Warnbro Sound Avenue, Rockingham <b>AND/OR</b><br>Aquatic Centre, 61 Council Avenue, Rockingham                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agreement                                                       | City of Rockingham Industrial Agreement 2024, or its successor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Rate                                                            | You will be paid \$68,818 per annum (pro-rata), which equates to \$34.83 per hour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Tenure                                                          | Fixed term, Part time (minimum of 2.5 hrs per week, with additional hours readily available)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Hours of Work                                                   | Hours will be determined by business needs, and worked Monday to Sunday at a range of different times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Superannuation                                                  | 12% with the option to co-contribute up to an additional 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Annual Leave                                                    | Four weeks (pro-rata) per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sick Leave                                                      | 76 hours (pro-rata) per annum, accrued on a monthly basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Long Service Leave                                              | 13 weeks (pro-rata) of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Probationary Period                                             | Three months; may be extended to six months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Integrity assessments that form part of our recruitment process | <p>If your application progresses beyond interview you will be required to:</p> <ul style="list-style-type: none"><li>• Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so.</li><li>• Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City.<br/>A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not.</li><li>• Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.</li></ul> |

# Position Description



|                  |                                               |
|------------------|-----------------------------------------------|
| <b>Title:</b>    | Swimming Teacher                              |
| <b>Tenure:</b>   | Fixed term, Part-time                         |
| <b>Division:</b> | Community Development                         |
| <b>Level:</b>    | 2 Industrial Agreement General Classification |

*While primarily based at a specified facility, the employee may from time to time be required to work across any City leisure facility including the Rockingham Aquatic Centre, Mike Barnett Sports Centre, Baldivis Indoor Sport Complex, Aqua Jetty and Warnbro Community Recreation Centre*

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## RESPECT – our Values Statements

**Recognition** – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

**Ethics** – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

**Service** – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

**Professional Development** – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

**Empowerment** – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

**Communication** – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

**Teamwork** – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



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## Position Objectives

- To plan and deliver high quality swim lessons in a safe, fun and effective manner
  - To have a complete knowledge and understanding of all aspects of teaching swimming, water safety and ensuring the safety and enjoyment of participants in classes at all times
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## Organisational Relationships

|                         |                                                                |
|-------------------------|----------------------------------------------------------------|
| <b>Reporting to:</b>    | Swim School Supervisor or Swim School Team Leader              |
| <b>Responsible for:</b> | Nil                                                            |
| <b>Membership of:</b>   | Community and Leisure Facilities Team                          |
| <b>Liaison with:</b>    | City of Rockingham teams, Swim School patrons and stakeholders |

## Organisational Chart

|                                                   |
|---------------------------------------------------|
| Facility Coordinator / Assistant Coordinator      |
| Swim School Team Leader or Swim School Supervisor |
| Swimming Teacher                                  |

## Key Responsibilities

- Develop good relationships with students, parents and user groups
- Maintain records and perform other administration duties relevant to the programme as directed by Swim School Supervisor
- Plan, supervise and organise all swim school equipment needed for lessons
- Set-up and pack-up all swim school equipment needed for lessons
- Conduct learn to swim lessons and programs which meet the individual needs of participants
- Liaise with other instructors and participants in order to continually improve service delivery
- Perform the “on-deck” supervisor duties as and when required including assessment of levels and issuing of certificates

## Customer Service

- Foster, advocate and implement the City’s Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

## Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

## General

- Foster, advocate and implement the City’s RESPECT Values Statements.
  - Perform other duties as directed when appropriate to the scope and level of this position.
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## Functional Requirements of the Job

| N = Never | R = Rare | O = Occasional | F = Frequent | C = Constant | Rep = Repetitive |
|-----------|----------|----------------|--------------|--------------|------------------|
| 0%        | 1-5%     | 6-33%          | 34-66%       | 67-100%      |                  |

| Functional Demands | N | R | O | F | C | Rep | Comments                                                                                                                                                                                                                                                                                                                        |
|--------------------|---|---|---|---|---|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sitting            | X |   |   |   |   |     |                                                                                                                                                                                                                                                                                                                                 |
| Standing           |   |   |   |   | X |     | Required to stand on level tiled flooring in pools. Required to stand in waist to chest height water for up to 30 minutes each class, and up to 3 hours at one time with consecutive classes.                                                                                                                                   |
| Walking            |   |   | X |   |   | X   | Required to walk on level concrete flooring surrounding pools and level tiled flooring in pools. Required to walk a maximum of 100m from Aqua Jetty foyer to pool areas and short distances between pools. Required to repetitively perform intermittent resistant walking in water for up to 3 hours with consecutive classes. |
| Lying              | X |   |   |   |   |     |                                                                                                                                                                                                                                                                                                                                 |
| Trunk Flexion      |   | X |   |   |   |     | Required to move plastic slide and pool platform and collect equipment between classes                                                                                                                                                                                                                                          |
| Pushing            |   | X |   |   |   |     | As required to move pool platform and foam mat.                                                                                                                                                                                                                                                                                 |
| Pulling            |   | X |   |   |   |     |                                                                                                                                                                                                                                                                                                                                 |
| Crawling           | X |   |   |   |   |     |                                                                                                                                                                                                                                                                                                                                 |
| Kneeling/Squatting |   | X |   |   |   |     | Accessing or egressing the swimming pool, lowering to the ground to speak to children, and gathering pool equipment.                                                                                                                                                                                                            |
| Forward Reaching   |   |   |   | X |   |     | Required to move plastic slide and pool platform. Required to demonstrate swimming strokes, manually assist children with swimming strokes and reach shelving and toys in storage room                                                                                                                                          |
| Overhead Reaching  |   | X |   |   |   |     | Required to demonstrate some swimming strokes                                                                                                                                                                                                                                                                                   |
| Grasp              |   |   | X |   |   |     | Required to support infants in the water, manually assist children with swimming strokes and handle pool equipment.                                                                                                                                                                                                             |
| Fine Motor         |   | X |   |   |   |     | As required to manually assist children with swimming strokes                                                                                                                                                                                                                                                                   |
| Neck Rotation      |   |   |   | X |   |     | Required to demonstrate breathing when teaching swimming strokes and                                                                                                                                                                                                                                                            |

| Functional Demands | N | R | O | F | C | Rep | Comments                                   |
|--------------------|---|---|---|---|---|-----|--------------------------------------------|
|                    |   |   |   |   |   |     | maintain surveillance of children in water |
| Trunk Rotation     | X |   |   |   |   |     |                                            |

#### ENVIRONMENT

**Aqua Jetty Centre:** Enclosed, air-conditioned indoor building with level concrete and tiled floor surrounding pools. Level carpet and vinyl in foyer and Health Club. Level outdoor concrete surrounding pool.

High noise exposure in indoor pool areas during peak periods. Exposure to wet floors surrounding pools. Rare anti-social behaviour from Aqua Jetty patrons.

#### EQUIPMENT

Pool platforms, small pool slide, kick boards, pool toys, pool noodles, and a whistle.

#### PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS

Swimming teacher rashie top with own bathers and non-slip shoes

When required – sunscreen for outside work; in addition to own hat and sunglasses

## Requirements of the Job

### Skills, Knowledge and Experience

- Knowledge of learn to swim class types and delivery of quality instruction to students
- Able to instruct a range of swim classes
- Able to provide feedback on the popularity of classes and make recommendations on possible changes to the program or timetable
- Able to provide information on current trends and developments in the aquatic industry
- Plan and organise appropriate learn to swim classes within the facility program timetable
- Provide routine guidance, advice and training in learn to swim class instruction as required
- Good verbal and written communication skills
- Able to resolve minor problems with participants, other employees and members of the public
- Able to work independently with small groups of children and/or adults
- Previous experience in the planning and organisation of appropriate learn to swim classes
- Previous experience in the aquatics industry
- Previous experience in 'Learn to Swim' Programs

### Qualifications, Certification and Licences

#### Essential

- Current AUSTSWIM Certificate – Teaching of Swimming and Water Safety or equivalent
- Current Provide First Aid Certificate and CPR Certificate
- Current Working with Children Check
- National Police Clearance

### Desirable

- Pool Plant Operators Certificate
  - AUSTSWIM Certificate – Teacher of Infant Aquatics
  - Current AUSTSWIM Certificate – Teacher of Access and Inclusion
  - AUSTSWIM Certificate – Teacher of Adults
  - AUSTSWIM Certificate – Teacher of Competitive Strokes
  - Level 1 Australian Swimming Coaching Qualification
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## Scope of Position

The Swimming Teacher:

- Works under the general direction of the Swim School Supervisor
  - Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
  - Exercises initiative and/or judgment within clearly established procedures and guidelines
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## Certification

|             |                                          |               |            |
|-------------|------------------------------------------|---------------|------------|
| Approved by | Manager Community and Leisure Facilities | Date reviewed | March 2024 |
|-------------|------------------------------------------|---------------|------------|

# Submitting Your Application

All eligible applications are reviewed by a selection panel to determine the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide in your online application.

Canvassing of elected members will eliminate you from the recruitment process.

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum Vitae or Resume</b><br>(Required)       | <p>This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.</p> <p>You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.</p> <p>It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.</p> |
| <b>Covering Letter</b><br>(Optional)                  | <p>You may wish to summarise your application and emphasise strengths and achievements that are relevant to the role.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Referees</b>                                       | <p>Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.</p> <p>Provide names, work addresses and contact telephone numbers of referees.</p> <p>Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.</p>                                                                                                                      |
| <b>Qualifications, Certificates, References, etc.</b> | <p>Please do not send original documents. You should copies of all relevant qualifications, certificates, etc. with your application. This can be provided at the final stages of your online application process</p> <p>If you are the successful candidate, we may need to sight original qualifications and/or verify conferral of the qualification.</p>                                                                                                                                                                        |
| <b>If you have any queries</b>                        | <p>Please contact a member of the Human Resource Development Team.</p> <p><a href="mailto:jobs@rockingham.wa.gov.au">jobs@rockingham.wa.gov.au</a></p> <p>(08) 9528 0333</p>                                                                                                                                                                                                                                                                                                                                                        |