

Make a real difference to Maroondah



Aquatic Educator

Position number: AQN520
Classification: EBA (Schedule 11)
Responsible to: AQUATIC EDUCATION COORDINATOR
Service Area: LEISURE

Crim check - if required	Yes
Working with Children Check ID Card (Employee) - if required	Yes

Role and Summary Statement

To possess and maintain comprehensive knowledge of teaching and water safety whilst providing a positive, supportive, and safe learning environment for all Learn to Swim Program participants.

Tasks and responsibilities

1. Ensure professional and appropriate preparation for class commencement, including the setup of equipment, attendance/competency sheets, teaching area etc.
2. Demonstrate and enforce high safety standards throughout all Aquatic Programs.
3. Provide efficient and effective instruction to Learn to Swim Program participants.
4. Establish and maintain excellent communication with patrons and staff.
5. Inform/report all matters to the Aquatic Services Officer to remain fully informed and up to date.
6. Act in a mature, reliable and professional manner towards the centre and its participants.
7. Possess and maintain qualifications and a thorough knowledge in Swimming Teaching and the Aquatics Industry.
8. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures and any actions taken by Council to comply with relevant Acts and Regulations.
9. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.

10. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for the own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
11. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.
12. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
13. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
14. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Measures of Success

Teach the expected skills outlined in the Swim and Survive curriculum by:

- ✓ Providing lessons to the local community that meet their expectations.
- ✓ Ensuring participants are actively involved in each class while developing sound technical skills.
- ✓ Providing great service through building positive relationships with patrons.

Appropriately problem solve the needs of individual participants of varied skill levels and backgrounds by:

- ✓ Communicating effectively to a diverse community to ensure each individual's needs are catered for within the lesson
- ✓ Being patient and accommodating, changing tactics for different audiences
- ✓ Being a valuable contributor to the team and program, offering recommendations for continuous improvement to senior staff

Demonstrating a commitment to the positive team culture of the Programs team by:

- ✓ Delivering swimming lessons with pride, enthusiasm and energy
- ✓ Being punctual to all shifts
- ✓ 90% attendance required to rostered shifts per term
- ✓ Assisting colleagues and team members in problem solving and team development

Representing Aquanation in a professional manner by:

- ✓ Keeping all required qualifications up to date at all times (AUSTSWIM qualification, CPR and Working with Children Check)
- ✓ Being in correct uniform for all shifts (rash vest/polo, dark bathers/shorts, name badge)
- ✓ Attending all training sessions and meetings

Organisational relationships

INTERNAL Management and employees

EXTERNAL Patrons of the Centre, clubs, schools and user groups.

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > Current AUSTSWIM Teacher of Swimming and Water Safety Certificate
- > Current CPR

Desirable

- > AUSTSWIM Teacher of Aquatics Access and Inclusion
- > AUSTSWIM Teacher of Infant and Preschool Aquatics
- > AUSTSWIM Teacher of Adults
- > AUSTSWIM Teacher of Towards Competitive Strokes
- > Level 2 First Aid

Experience

Essential

- > Strong communication skills, with the ability to control the needs of participants, parents and peers.
- > Demonstrated knowledge of the Royal Life Saving Society Swim and Survive Program.
- > Experience working as part of a positive team culture, where peers are supported and encouraged.
- > Relevant qualifications and experience in the planning and delivery of swimming lessons to participants of varied ages, skill levels and backgrounds.

Other Certificates, Checks and Licenses

- > Current Working With Children Check
- > Current Police Check

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The freedom to act is limited by standards and procedures encompassed by the nature of the work. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.

- The effect of decisions and actions are usually limited to a localized work group or function, individual jobs or clients, or to internal procedures and processes.
- May supervise resources including other employees and / or regulate clients.

JUDGEMENT AND DECISION MAKING

- The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives. For supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives.

SPECIALIST KNOWLEDGE AND SKILLS:

- An understanding of the relevant technology, procedures and processes used within their operating unit is required.
- An understanding of the function of the position within its organisational context is required, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation.
- Proficiency is required in the application of standardised procedures, practices, and Acts and Regulations.
- An understanding of relevant precedents or previous decisions is required.
- Proficiency is required in the operation of equipment or knowledge is needed of the use of plant, which requires considerable skill or adaptation.

MANAGEMENT SKILLS:

- Must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on the job training and guidance.
- All positions necessitate skills in managing time and planning and organizing one's own work.

INTERPERSONAL SKILLS:

- The role requires someone with the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable.
- The role requires someone with skills in written communication to enable the preparation of routine correspondence and reports, if required.

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by: Programs Manager **Authorised by:** Workplace People and Culture

Date reviewed: July 2019

Selection criteria

Criteria 1.

Current AUSTSWIM, CPR and Defibrillation certificates and Working with Children Check.

Criteria 2.

Strong communication skills, with the ability to control the needs of participants, parents and peers.

Criteria 3.

A demonstrated knowledge of the Royal Life Saving Society Swim and Survive Program.

Criteria 4.

Experienced in working as part of a positive team culture, where peers are supported and encouraged.

Criteria 5.

Well developed knowledge of Teaching Swimming and Water Safety.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk			•	
Sitting – vehicle	•			
Operating telephone / computer			•	
Writing / reading			•	•
Manual Handling				
Bending / twisting Spine				•
Working with one or both hands above shoulder height				•
Lifting (5kg or under p/item)				•
Lifting (5kg or over p/item)		•		
Requiring low/light application of force	•			
Requiring medium to high application of force	•			
Lifting/holding/restraining children				•
Exerting force in an awkward posture	•			
Holding & supporting equipment	•	•	•	•
Agility				
Squatting / kneeling				•
Looking up / looking down				•
Reaching forwards or sideways				•
Gripping or grabbing equipment	•	•		•
Mobility				
Walking / standing- briefly				•
Walking / standing- extended				•
Walking on uneven ground				•
Climb steps/stairs		•		
Climb ladder				•
Driving – passenger vehicle	•			
Driving – light commercial (regular drivers licence)	•			
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial	•			
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving	•			
Visual – watching with vigilance (e.g. SXS, Lifeguard)				•
Emotional				
Dealing with complex customers / residents				•
Supporting dependent persons				•
Dealing with conflict				•
Managing complex personal situations				•
Providing empathy				•
Work Environment				
Outdoor – exposed to elements, plant & equipment		•		
Confined spaces	•			
Working alone	•			
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)	•			
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**