



POSITION DESCRIPTION

POSITION: Swim Instructor

Reports to: Swim School Coordinator and/or Programs Coordinator

Key Purpose

The Swim Instructor is a valued member of the Aquatic Centre team, responsible for delivering high quality aquatic programs. This role supports swimmers in having successful, safe and enjoyable experiences in the water, while serving as a positive role model.

Responsibilities and Duties

The Swim Instructor will be primarily responsible for ensuring the smooth delivery of the Learn to Swim program, the school PE program, and external school swimming programs.

You may also be asked to work with the GSV swimming squad (and would report to the Director of Sport)

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but is intended to accurately reflect the principal job elements. You may be asked to carry out other reasonable tasks by management when necessary.

Key Duties

- Deliver lessons in accordance with the Mentone Girls' Grammar Learn to Swim program
- Be present, punctual, and prepared for all classes This includes arriving prior to the commencement of the class
- Ensure that students are appropriately attired (wearing a swim cap) and follow Aquatic Centre policies and pool rules
- Report accidents, injuries, or incidents to the Swim School Coordinator or Programs Coordinator
- Manage student behaviour and minor breeches. More serious problems should be reported to the Swim School Coordinator, Programs Coordinator, or Duty Manager
- Promote positive sporting conduct and act as a role model
- Participate in officiating duties as required
- Wear the Aquatic Centre uniform to work, and at work to maintain professionalism
- Follow all guidelines outlined in the Mentone Girls' Grammar Swimming Instructor Handbook.

Additional Duties

- Attend Aquatic Centre staff meetings, instructor training, and relevant school events
- Work flexibly and collaboratively in support of the School's Mission
- Other duties as required by the Aquatic Centre Manager or Principal



Qualifications and Relevant Experience

Essential

- Current Working with Children Check (*Employee*)
- AUSTSWIM Teacher of Swimming and Water Safety (or equivalent)
- AUSTSWIM Teacher of Infants and Pre School Aquatics (INF)
- Current CPR Certificate (HLTAID009)

Desirable

- AUSTSWIM Teacher of Towards Competitive Strokes (TCS)
- First Aid Certificate (HLTAID011)
- LSV Pool Lifeguard Certificate
- Previous experience in a similar role

Characteristics, Qualities and Skills

- Commitment to student wellbeing and safety
- Highly organised and flexible, ; able to manage multiple tasks and prioritise effectively
- Strong interpersonal skills - able to maintain positive relationships with students, parents and colleagues
- Warm, friendly and professional demeanour
- High level of personal motivation and energy
- Excellent personal presentation
- Initiative and ability to work independently
- Ability to adapt and operate effectively in a demanding and an evolving environment.

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements
- A child safe policy which states a commitment to child safety
- A code of conduct that establishes clear expectations for appropriate behaviour with children
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Processes for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote the participation and empowerment of children.



You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

Risk Management and Work, Health and Safety

General Responsibilities

- Proactively identify and manage any risks
- Ensure compliance with all relevant Acts, Regulations and Codes of Practice
- Carrying out duties in a manner which does not adversely affect own health and safety or that of others
- Cooperate with measures introduced in the interests of workplace health and safety
- Ensure compliance with school standards and policies
- Participate in the School's Health and Safety activities and undertake any training provided in relation to WH&S
- Correctly using any information, training, personal protective equipment and safety devices provided
- Work harmoniously with other employees with due regard to their rights, and School requirements
- Immediately report all matters which may affect workplace health and safety to your Direct Manager.

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.



Employment Conditions

Nominal Hours of Work

Casual hours

Hours are flexible as there is regular contact with the general public and attendance at some evening and weekend functions may be required. Weekend work may be required.

FTE

Casual

Award Classification

Level 4.2, Instructional Services, Grade 3

Conditions of employment as per Educational Services (Schools) General Staff Award 2020.

Physical Capabilities

Able to work for extended periods in a standing position (in and out of the pool), walking, talking, listening, steps/stairs, carrying.

Other Conditions

Swim Instructors must be familiar with the rules and regulations of the aquatic sports they are coaching.

Working mornings, holidays, evenings and weekends are common for Swim Instructors and Squad Coaches. Additionally, GSV Squad Coaches must be willing to travel with the team/squad to different locations for meets.

Date Prepared:

November 2025