

Position Title	Swim School Instructor
Team	Birrong, Canterbury, Max Parker, Roselands & Wran
Unit	Leisure & Aquatic Services
Department	Community Services
Supervises	Nil
Reports To	Team Leader Swim School
Grade Range	B
Date Prepared	15/07/2019
Date Last Updated	13/07/2021

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position






The primary purpose of a Swim School Instructor is to deliver high quality Learn to Swim classes to the Community of Canterbury Bankstown in line with Council's policies and procedures at Austswim and Swim Australia qualified standards.

Accountabilities

- Efficiently and effectively deliver instruction of Learn to Swim classes to program participants in line with CB Leisure & Aquatics lesson guides.
- Deliver lessons in line with Council's Swim School Instructor Manual, SWMS 195 for the Safe Instruction of Swimming Lessons and Austswim and Swim Australia standards
- Deliver lessons in line with the Aquatics Unit Customer Service Charter and Council's organisational Vision and Values
- Set up and pack up all equipment in a timely and safe manner
- Demonstrate interest in the development of program participants by knowing their name and ability
- Maintain current Austswim, Swim Australia, CPR and First Aid qualifications at all times
- Attend and actively participate in Council's in-service training sessions and meetings
- Actively participate in the consultation process of Council's Swim School program and operations
- Commit to shifts on a termly basis
- Any other duties as requested by the Aquatics Leadership Team in line with skills and experience

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Trades / Operational		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	n/a
	Inspire Direction and Purpose	n/a
	Optimise Workforce Contribution	n/a
	Lead and Manage Change	n/a

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills
Relationships		
Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results		
Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Resources		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work • products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Group & Capability	Level	Behavioural Indicators
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Austswim or Swim Australia Teacher of Swimming & Water Safety
- Apply First Aid & CPR Certificates
- Current working with Children Check (WWCC)
- Obtain Teacher of Infant Aquatics within 3 months of employment

Essential Experience

- Demonstrated experience in the effective instruction of Swim School classes
- Excellent communication skills.
- Excellent customer service skills.
- Experience in a demanding work environment.
- Experience dealing with customer enquiries and complaints
- Sound time management and organisational ability.
- The ability to work flexible hours and a 7 day roster.
- The ability to follow instructions and procedures
- The ability to prepare daily lesson plans in line with policy and procedure

Desirable Qualifications and or Experience

- Austswim Teacher of Swimming and Water Safety – Extension Modules (Access and Inclusion, Infants, Adults, Towards Competitive Strokes, etc.)
- Experience in Wet Deck supervision, Swim School enrolment and customer liaison

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving record or possess a specific licence? Specify Licence: No Licence required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>