



KINROSS WOLAROI
SCHOOL

Aquatics Coordinator

Maximum Term Contract

Candidate Information Pack

Closing Date: 2 April 2023

March 2023



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The KWS swimming program runs from Monday to Saturday, offering all levels of Learn to Swim (LTS) through to National Level squads. The program is developed to ensure there is a safe & inclusive environment for all Kinross Wolaroi students & their Families. Here at KWS we aim to progress the learner swimmer through the squad pathway to as high as their goals permit them.

The Aquatics Coordinator (the Coordinator) will assume a critical role within the KWS swimming program responsible for the coordination, organisation, planning, preparation and hands-on operational management of the LTS Program in addition to the administrative oversight of the KWS Squads. The Coordinator will ensure that all LTS participants are gaining maximum benefit, enjoyment & progression through the program. The role will involve the ongoing coordination of all swimming instructors and staff, teaching as required, as well as the administration of all program related matters. The coordinator will work with the Head of Swimming to ensure a seamless transition from LTS through to squad from both a practical and administrative perspective.

The Aquatics Coordinator can expect to liaise with:

- School Principal
- Business Manager
- Director of Co-Curricular
- Head of Swimming
- Students
- Parents
- Staff
- External stakeholders



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Program Leadership	<ul style="list-style-type: none">• Ensure correct conduct of LTS classes and delivery of swim programs.• Provide leadership and direction and training to swimming instructors.• Liaise with the Business Manager’s Office and coordinate the appointment of LTS instructors in accordance with the School’s published staff recruitment and induction procedures.• Collaborate with the Junior School staff to develop, implement & evolve programs within the Junior school curriculum. Specifically intensive weeks, PE Lessons & carnivals.• Liaise with parents, instructors and children and ensure they receive appropriate information and feedback. Reporting, managing & resolving parent communications in a timely manner.• Accurate tracking and monitoring of student participation, attendance, injury management, rewards and recognition scheme, dress standards and all documentation and records are accurate and current for Aquatic sports.



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Program Administration	<ul style="list-style-type: none">• Provide administrative support for the operations of the LTS program including, but without limitation to; coordination of enrolments, publication of lesson schedules, maintenance of lesson programs and support as required.• Provide administrative support as advised by the Head of Swimming for the Squad program.• Liaise with the Business Manager's Office and coordinate, develop and maintain effective administration systems and procedures.• Implement and manage our Software platform (attendance & reporting) and ensure its successful integration with current school database systems. Currently the KWS program operates with SimplySwim & we collate information with ClipBoard.
Instruction and Coaching - Learn to Swim	<ul style="list-style-type: none">• Enhance the water safety knowledge of participants whilst developing swimming, water safety and survival skills through the delivery of well-planned swimming lessons within a safe and enjoyable environment.• Develop, communicate, and maintain effective relationships with colleagues and clients at various levels.



Key Word	Duties
Instruction and Coaching - Squad	<ul style="list-style-type: none">• Assist (on occasion) with coaching at various levels including KWS Swim Program and KWS PDHPE Lessons as advised by the Head of Swimming.• Coaching program development and ongoing review• Pastoral care of Squad Program students• Support Coach identification and recruitment initiatives• Abide by the safety procedures and operations for all pool users
Other Duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager and Head of Swimming.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Head of Swimming (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School’s Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Relevant experience to perform the duties outlined, especially those relating to Program Leadership and efficient Program Administration.
- AUSTSWIM Teacher of Swimming and Water Safety and/or Swim Australia Teacher (SAT) qualifications
- Current Senior First Aid qualifications.
- Preference given to those with the following qualifications; Babies & Toddlers, Teacher of Competitive Swimming, Learners with Disability, Adolescents & Adults & Cultural Awareness

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.



Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, full time role commencing by negotiation for a period of 12 months. Flexible working hours may be available by negotiation for the successful candidate.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021* (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Aquatics Coordinator is classified at Clerical Officer Level 3.3 of the MEA. In 2023 the annual salary for the classification of Clerical Officer Level 3.3 is \$79,724 (FTE) plus Superannuation at the SGC rate.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.