



KINROSS WOLAROI
— SCHOOL —

Learn to Swim Instructor

Candidate Information Pack

Closing Date: 16 June 2023

May 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 Learn to Swim Instructor provides professional instruction of swimming strokes, water safety and survival skills to user groups participating in the KWS Learn to Swim Program.

The Learn to Swim Instructor can expect to liaise with:

- The Head of Swimming
- The Aquatics Co-ordinator
- Staff
- Students
- Parents
- External Stakeholders

POSITION DESCRIPTION

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

Key Word	Duties
Domestic	<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
General	<ul style="list-style-type: none">• Attend all swimming staff meetings and school professional development days as and when required
Other	<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, Head of Swimming and Aquatics Coordinator.

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 Girls Boarding, Head of Boys Boarding and the Head of House (the Supervisors).



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

- Willingness to support the Mission and Values of KWS.
- 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.
- Demonstrated strong customer relations skills, user focus and genuine desire to assist.
- Ability to remain calm under pressure.
- Demonstrate a high degree of discretion, initiative and personal organisation.

Desirable Professional Criteria

- AUSTSWIM Teacher of Swimming and Water Safety (or equivalent)
- Current Senior First Aid qualifications
- Relevant experience to perform the duties outlined

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

Candidates seeking casual or part time employment are encouraged to apply.

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 *Educational Services (General Staff) Award 2020* (the Award) as it applies from time to time, or any industrial instrument that replaces the Award. The salary for this position is \$36.61 per hour for a standard casual shift. This rate is calculated as the sum of the standard hourly rate at Level 4.1 of the Modern Award (\$26.15) and a casual loading of 25% plus a discretionary Employer loading of 15%.

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 Officer on kgleeson@kws.nsw.edu.au

Before submitting your application, please ensure:

- You have carefully reviewed the position description and you understand the role you are applying for. Ensure that the role is suited to your skills, experience and qualifications.
- You use the cover letter to provide insight into not only what you have achieved but also who you are. This is the School's first opportunity to assess your suitability for the position.
- You have addressed the Essential Criteria (2 pages maximum).
- Your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You have included 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 kgleeson@kws.nsw.edu.au

or addressed to

Kelly Gleeson
Human Resources Officer
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

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