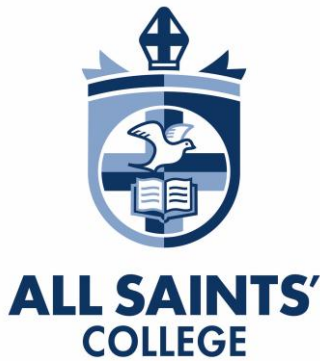




Duty Statement

Swim Instructor

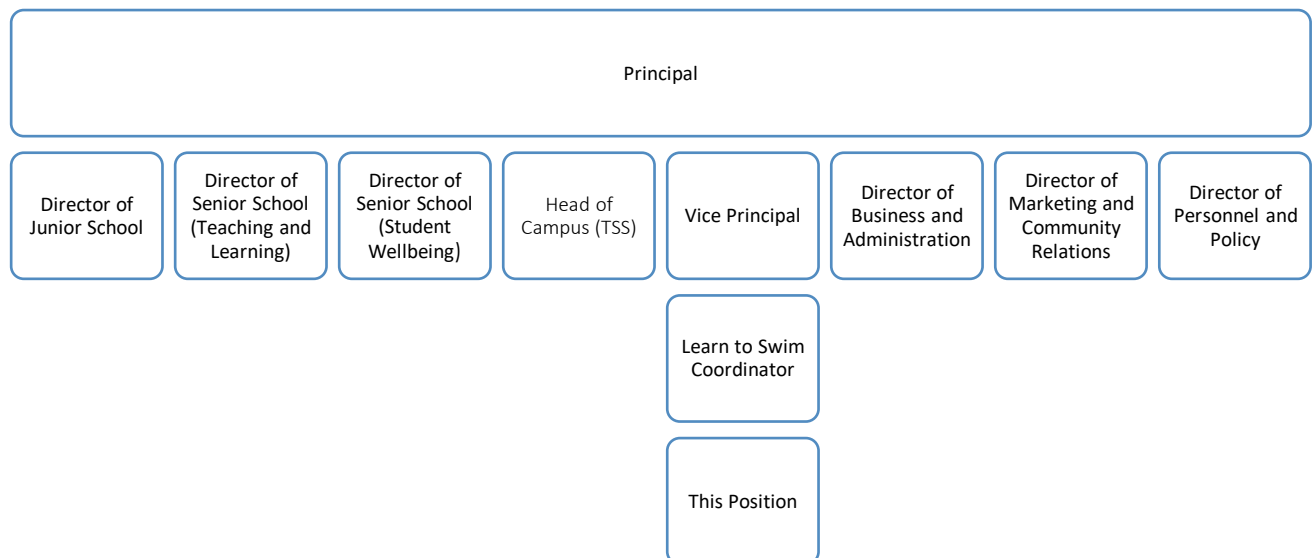
All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our college.

The Swim Instructor is a key contributor to the College's aquatic programs, supporting the delivery of safe, engaging, and high-quality swimming and water safety experiences for participants of all ages and abilities. Through professional instruction, positive role modelling, and a commitment to best practice, the Swim Instructor fosters confidence, skill development, and a lifelong connection to aquatic activity. This role requires a proactive, organised, flexible, and motivated individual who is dedicated to maintaining a safe, inclusive, and welcoming aquatic environment while contributing to the success of the College's aquatic programs and community.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Swim Instructor supports the delivery of the College's aquatic programs by providing safe, engaging, and high-quality swimming and water safety instruction. The role works collaboratively with participants, families, and colleagues to create a positive and inclusive aquatic environment that promotes skill development, confidence, and lifelong participation in aquatic activities.

Primary duties

- a) Aquatic Program Delivery: Deliver high-quality swimming and water safety instruction in accordance with program guidelines, lesson plans, and industry best practice.
- b) Participant Development: Support participants of all ages and abilities to develop aquatic skills, confidence, water safety awareness, and a positive attitude towards lifelong participation in aquatic activities.
- c) Supervision and Safety: Actively supervise participants in and around the aquatic environment, maintaining a safe, inclusive, and supportive learning environment at all times.
- d) Program Preparation and Equipment Management: Prepare teaching areas and equipment prior to lessons, ensure equipment is used safely and appropriately, and report any maintenance or safety concerns.
- e) Assessment and Record Keeping: Monitor participant progress, complete assessments as required, maintain accurate records, and communicate progress and development opportunities to participants, families, and supervisors.
- f) Customer Service and Community Engagement: Provide professional and courteous customer service, responding to enquiries and contributing to a welcoming and positive aquatic environment.
- g) Team Support and Program Operations: Work collaboratively with colleagues to support the effective operation of aquatic programs, including assisting with special events, school swimming programs, assessments, promotional activities, and other duties as required.
- h) Professional Development and Compliance: Maintain all required qualifications, licences, and certifications, and actively participate in training, professional development, and workplace meetings.
- i) Workplace Health and Safety: Comply with all College policies, procedures, and workplace health and safety requirements, including the reporting of hazards, incidents, and near misses.

Staff Expectations

- j) Serve as a positive ambassador for the College and Aquatic Centre by conducting oneself in accordance with the College's professional standards and supporting the Anglican ethos and values of the College.
- k) Actively support the policies, procedures, aims, and objectives of the College and Aquatic Centre, contributing to the effective day-to-day operation of aquatic programs and services.
- l) Work collaboratively as a member of the Aquatic Centre and wider College community, supporting colleagues, leadership, and College initiatives.
- m) Attend and contribute positively to staff meetings, training sessions, professional development activities, and other meetings as required.
- n) Build and maintain positive relationships with participants, families, colleagues, and members of the College community.
- o) Provide exceptional customer service by ensuring participants and families are supported in a timely, professional, and welcoming manner.
- p) Maintain professional confidentiality regarding all information relating to students, families, staff, and College operations.

- q) Contribute to the continuous improvement of aquatic programs, customer service standards, safety practices, and operational procedures.
- r) Remain current with industry developments, teaching methodologies, and best practice through ongoing professional learning and engagement with relevant professional organisations.
- s) Comply with all Workplace Health and Safety requirements, risk management procedures, child safeguarding obligations, and College policies.
- t) Ensure all records, reports, assessments, and communications are completed accurately, professionally, and in accordance with College expectations.
- u) Maintain all required qualifications, licences, and certifications relevant to the role and ensure they remain current at all times.
- v) Undertake other duties, consistent with the skills, responsibilities, and classification of the position, as reasonably directed by the College.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

May 2026

*ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Passion for teaching swimming, water safety, and promoting lifelong participation in aquatic activities.
- Demonstrated ability to engage and motivate participants of varying ages, abilities, and backgrounds.
- Strong communication and interpersonal skills, with the ability to build positive relationships with participants, families, colleagues, and the wider College community.
- Ability to create and maintain a safe, inclusive, and supportive learning environment.
- Sound organisational and time-management skills, with the ability to work independently and as part of a team.
- Demonstrated commitment to customer service and participant outcomes.
- Current Swim Teacher qualification recognised by AUSTSWIM, Royal Life Saving WA, Swim Australia, or an equivalent industry body.
- Current Working with Children Check.
- Flexibility, reliability, and a willingness to work across a variety of aquatic programs and participant groups.

Desirable

- Current First Aid and CPR qualifications (or the ability to obtain prior to commencement).
- Experience teaching swimming and water safety programs.
- Experience working with infants and preschool-aged children.
- Experience working with participants with disability, complex needs, or diverse learning requirements.
- Experience teaching adult swimming and water safety programs.
- Additional aquatic industry qualifications, including but not limited to Teacher of Infants and Preschool, Teacher of Access and Inclusion, Bronze Medallion, Pool Lifeguard, or similar.