



# POSITION DESCRIPTION

## Learn to Swim Teacher

Incumbent:	VACANT
Department:	Ararat Fitness Centre
Reports to:	Leisure Centre Lead
Supervises/manages:	Nil
Employment Status:	Perm Part time or Casual
Award Classification:	Band 2
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

### Position Summary

The Learn to Swim Teacher is responsible for delivering structured swimming lessons in accordance with AustSwim programs, ensuring a safe, supportive, and enjoyable environment for participants of all ages and abilities. The role involves planning and conducting lessons that build water confidence, develop swimming skills, and promote water safety awareness.

The Learn to Swim Teacher works under the guidance of the Aquatics Officer, contributing positively to the overall delivery and reputation of the aquatic program.

### Key Responsibilities

- Plan and deliver swimming lessons aligned with AustSwim curriculum and participant needs.
- Ensure the safety, well-being, and engagement of all participants during lessons.
- Monitor and record participant progress, providing constructive feedback.
- Maintain a clean, safe, and well-organised teaching environment.
- Assist with swim program administration, including lesson scheduling and attendance tracking.
- Uphold facility policies, procedures, and relevant legislative requirements.
- Collaborate with other staff to ensure a cohesive and professional aquatic program.
- Supervise and assist in the development of Austswim training candidates or other probationary employees who may participate in classes.
- Ensure accurate recording and reporting of all accidents, incidents, and customer complaints.
- Ensure compliance with Council’s Risk Management Policy, Risk Management Framework and OH&S Policy.
- To comply with all other policies and procedures of Council.
- Undertake additional tasks as directed, demonstrating flexibility and a proactive approach.

### Accountability & Extent of Authority

- Accountable for the safe and effective delivery of swimming lessons.
- Operates within the standards and procedures outlined by AustSwim and the aquatic facility.
- Exercises initiative in adapting lessons to participant needs while escalating issues to the Aquatics Officer as required.

### Judgement & Decision Making

- Determines lesson pace, activities, and techniques based on participant ability and engagement.
- Identifies potential safety risks and responds appropriately.
- Guidance and advice are always available within the organisation.



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## Specialist Knowledge & Skills

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- Sound understanding of AustSwim programs, swimming techniques, water safety, and stroke development.
- Ability to plan, deliver, and adapt structured swimming lessons for participants of varying ages and abilities.
- Knowledge of pool safety protocols, emergency procedures, and risk management in an aquatic environment.
- Competence in monitoring participant progress and providing constructive feedback to support skill development.
- Familiarity with lesson administration tasks, including attendance tracking and program documentation.

## Interpersonal Skills

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- Builds positive relationships with participants, parents, and colleagues.
- Demonstrates patience, empathy, and adaptability when working with diverse learners.
- Communicates clearly and effectively, providing constructive feedback and encouragement.
- Works collaboratively as part of a team while maintaining a professional and approachable manner.

## Qualifications & Experience

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- Current AustSwim Learn to Swim Teacher accreditation.
- Current First Aid and CPR certification.
- Experience teaching swimming lessons to children and/or adults is desirable.
- Working with Children Check (or equivalent) as required.
- Knowledge of aquatic safety regulations and best practice teaching techniques.

## Special Characteristics

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This position is classified as Employees Engaged in Recreation Centres under the provisions of the Ararat Rural City Council Enterprise Agreement. As such, weekend and evening work may be required.

## Position Approval

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	Signed	Date
Acknowledged by Employee		
Approved by the HR Business Partner		
Approved by the Chief Executive Officer		