

<b>POSITION</b>	Aquatic Education Teacher
<b>POSITION NUMBER</b>	
<b>CLASSIFICATION</b>	Band 3
<b>AGREEMENT</b>	Ballarat City Council Enterprise Agreement No. 7 2016
<b>DIVISION</b>	Community Development
<b>UNIT</b>	Sport and Active Living
<b>MANAGER</b>	Manager Ballarat Aquatic & Lifestyle Centre
<b>DATE UPDATED</b>	December 2018

## EMPLOYEE POSITION DECLARATION

*I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.*

**NAME OF INCUMBENT:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## 1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The Community Development Division within the City of Ballarat have the goal of providing:

*“A safe, healthy, environmentally sustainable, innovative and well serviced community that has equal access to opportunities, is proud of its unique heritage, optimistic about its future, is welcoming of diversity and respected by others.”*

The Community Development Division contains the business units of Learning & Community Hubs, Family and Children's Services, Active Aging, Engaged Communities and Sport and Active Living for the municipality.

The Recreation team forms a key component of the Sport and Active Living Business Unit and coordinates major recreational and open space development projects, strategy and services. The Unit aims to facilitate recreation and leisure opportunities, and open space development, that contribute to improved quality of life, enhanced community health and well-being, and sustainable environments.

Sport and Active Living values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:

 <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"><li>• The ability to be an advocate for the Health and Wellness sector across council.</li></ul>	 <p><b>OUTCOMES</b></p> <ul style="list-style-type: none"><li>• Develop an organizational culture that is focused towards recognizing and encouraging Council's Values.</li></ul>
 <p><b>LOYALTY</b></p> <ul style="list-style-type: none"><li>• Celebrate and value employee achievements.</li></ul>	 <p><b>EXCELLENCE</b></p> <ul style="list-style-type: none"><li>• Provide opportunities for employees across Council to learn of innovative approaches of excellence.</li></ul>

## 2. POSITION OBJECTIVES

As Swimming Teacher this position requires you to work as part of a team committed to the goals and mission of the BALC that actively fosters community participation and involvement. BALC Swimming Teachers are an essential component in the delivery of BALC aquatic education programs and services. Swimming Teachers are required to maintain thorough knowledge and understanding of all aspects of BALC aquatic programs, educational trends and industry development.

## 3. KEY RESPONSIBILITY AREAS

### *Teaching Attributes*

- Commitment to BALC philosophy in relation to aquatic programs; educational and teaching standards
- Display interest, enthusiasm, patience, respect and innovation to students and peers.
- Construct and implement lesson plans that promote group teaching methods, combining stroke development with water safety and enhancing the developmental assets aspect of BALC programs.

- Structures and designs lessons with appropriate activities that enhance student interaction and collaboration
- Challenges and develops student's values and attitudes
- Perform other duties as required

### *Communication*

- Listens and is objective and non-judgemental
- Uses respectful language
- Exhibits concern and interest for the feelings and experiences of others
- Exhibits personal values and behaviour that instils trust
- Initiates and nurtures group interaction
- Teaches and models effective problem solving and conflict negotiation

### *Administration*

- Work within a team environment to ensure safe, timely and effective set up / lesson delivery & pack up
- Construct and submit for archiving, appropriate lesson plans
- Ensure appropriate attendance and competency records are completed, collated and submitted of archiving
- Comply with legislative and organisational requirements relating to:
  - Current water restrictions
  - Occupational health and safety
  - Guidelines for safe pool operation
  - Workcover
  - BALC Risk Management

### *BALC Aquatic administration and policies*

- AUSTSWIM Guidelines
- AUSTSWIM Code of conduct

From a Health & Safety perspective the City of Ballarat requires the following:

### *All Employees and Volunteers*

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in *monthly* team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## **4. ORGANISATIONAL RELATIONSHIPS**

<b>Reports to:</b>	Aquatic Education Team Leader
<b>Internal Liaisons:</b>	All Staff
<b>External Liaisons:</b>	Community Organisations / Committees Government Departments

Local Schools and Service Providers  
General Public

## 5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Providing participants with Swimming and BALC information with guidance and advice always available from the Team Leader.
- Meeting agreed performance objectives for the position, within specific guidelines and under general supervision.
- Ensuring safe working practices and procedures are adhered to.
- Ensure appropriate care and use of assets and equipment.
- Freedom to plan aquatic classes and activities in advance, however activities are limited by standards, procedures and objectives that are nominated by the Team Leaders.

## 6. JUDGEMENT AND DECISION MAKING

- Direction is provided by the Team Leaders, with tasks and activities clearly defined. Methods used to perform tasks may be chosen from a limited range of existing techniques, systems and equipment.
- Any issues that arise that are outside the scope of the position are referred to the Team Leaders, with guidance and advice always available.

## 7. SPECIALIST SKILLS AND KNOWLEDGE

- Ability to understand and action Occupational Health & Safety policies, procedures and requirements.
- Understanding of and ability to demonstrate the high quality customer service
- Understanding of BALC services and procedures.
- Ability to use BALC equipment safely and competently.
- An understanding of the long term goals and relevant policies of the BALC and the greater Sport & Recreation Unit.
- Well-developed literacy and numeracy skills.

## 8. MANAGEMENT SKILLS

- Ability to manage time and prioritise plans and goals so as to achieve specific and set objectives.
- Ability to plan and assess the content of group fitness classes.
- Understanding of HR and OHS policies and practices relevant to the role.

## 9. INTERPERSONAL SKILLS

- Demonstrated listening and empathetic skills and the ability to communicate verbally with all levels of staff and members of the community.
- Friendly and positive approach.
- Ability to demonstrate integrity, responsibility, innovation and respect.
- Excellent presentation skills.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.

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## 10. QUALIFICATIONS AND EXPERIENCE

- First Aid Level 2 and CPR
- AUSTSWIM Teacher of Swimming and Water Safety
- AUSTSWIM Teacher of Infant Aquatics and/or AUSTSWIM Teacher of Aquatics for People with Disabilities is highly desirable
- Knowledge of the recreation industry and associated issues.
- Current National Police Check
- Current Working with Children Check

## 11. SELECTION CRITERIA

- Demonstrated experience in the teaching of Aquatic Education classes
- Demonstrated knowledge in swimming and water safety
- Good communication and interpersonal skills in particular interactions with children
- An understanding of and commitment to Occupational Health & Safety standards and
- Knowledge and understanding of health and safety issues relevant to work activities and work area
- First Aid Level 2 and CPR
- AUSTSWIM Teacher of Swimming and Water Safety
- AUSTSWIM Teacher of Infant Aquatics and/or AUSTSWIM Teacher of Aquatics for People with Disabilities is highly desirable
- Current National Police Check
- Current Working with Children Check

## 12. PHYSICAL AND COGNITIVE DEMANDS

<i>Physical Demand Matrix</i>							
Overall Role	Swim Instructor						
Body Posture	N	R	I	O	F	C	Comments
Standing						✓	Constant requirement whilst completing all listed tasks which extends to: <ul style="list-style-type: none"> <li>• Setting up equipment for class.</li> <li>• Conducting swimming lessons.</li> <li>• Packing up equipment after class.</li> </ul>
Sitting	✓						Not required
Horizontal reaching with arms extended > 30cm in a 180 degree plane.						✓	Constant demand when: <ul style="list-style-type: none"> <li>• Lifting and supporting class participants during their lessons by placing hands under their back or holding kick boards.</li> <li>• Obtaining equipment in plastic boxes at the edge of the pool, on the pool floor or from storage.</li> </ul>
Neck flexion/extension/rotation						✓	Constant movements of the neck in all directions required to scan the pool area to ensure the safety of the participants in the class and to complete all listed tasks.
Reaching above shoulder height			✓				Reaching is intermittently required when obtaining equipment from the storage cupboard.
Stooping & bending forward from standing position				✓			Occasional requirement when: <ul style="list-style-type: none"> <li>• Assisting participants with swim skills during lessons.</li> <li>• Obtaining equipment from a lower shelf in the storage cupboard.</li> <li>• Picking up the small platforms from the storage space under the table.</li> </ul>

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Knelling / squatting						✓	Constant requirement to assist participants with swim skills during lessons and obtain equipment from low areas.
Trunk rotation						✓	Constant whilst monitoring the pool area to ensure the safety of the participants the Swim Instructor is supervising and assist participants with swim skills during lessons.

<b>Mobility</b>	<b>N</b>	<b>R</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Climbing step / platform				✓			Occasional requirement to climb a step / platform entering and exiting pools.
Walking						✓	Constant walking required whilst completing all tasks.
Walking over uneven surfaces	✓						Not required
Ladder climbing				✓			Occasional requirement to climb when entering and exiting pools.

<b>Manual Handling</b>	<b>N</b>	<b>R</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Unilateral lifting					✓		Frequently required when utilising pool equipment needed during the swimming lessons.
Bilateral carrying					✓		Frequent requirement to carry: <ul style="list-style-type: none"> <li>Pool equipment</li> <li>Transferring infants to their parents.</li> </ul>
Lifting with weight away from body <10kg				✓			Lifting with weight away from body occasionally required when completing all tasks except for supervising participants in the pool.
Lifting with weight away from body >10kg	✓						Not required
Lowering a vertical distance > 25cm from waist to floor					✓		Frequent requirement to lower and raise a vertical distance when lifting plastic boxes between storage and the pool edge
Lifting a vertical distance > 25cm from waist to shoulder height			✓				
Lifting 0kg - 4.5kg					✓		Frequent requirement to lift: <ul style="list-style-type: none"> <li>Pool equipment</li> <li>Plastic boxes</li> <li>Small platforms.</li> </ul>
Lifting 4.5kg - 9kg			✓				Intermittent requirement to complete a shared lift when lifting the large platform from the pool floor to the edge of the pool.
Lifting 9kg - 22kg	✓						Not required
Lifting 22kg - 45kg	✓						
Lifting 45kg+	✓						
Handling unstable objects						✓	Constant requirement to assist participants during their swimming lessons.
Carrying					✓		Frequent requirement to carry items which includes: <ul style="list-style-type: none"> <li>Pool equipment</li> <li>Boxes</li> <li>Small platforms</li> <li>Transferring infants to their parents.</li> </ul>

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Pushing / pulling			✓				Intermittent requirement to push / pull which extends to trolleys carrying equipment as well as the larger platforms on wheels.
Sustained/repetitive hand grip					✓		Frequent requirement to sustain grip whilst completing all listed tasks except supervising participants in the pool.
Tool use	✓						Not required
Exposure to vibration	✓						

<b>Frequency scale for critical physical demands</b>	<p><b>NR</b> = Not Required within this range of duties</p> <p><b>R</b> = Rarely (less than 1 x weekly)</p> <p><b>I</b> = Intermittently (1 x every 2.5 hours)</p> <p><b>O</b> = Occasional (1 x every 30 minutes)</p> <p><b>F</b> = Frequent (1 x every 2 minutes)</p> <p><b>C</b> = Constant (1 x every 15 seconds)</p>
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## Cognitive Demand Matrix

<b>Role</b>	<b>Swim Instructor</b>
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## Psychosocial Demands

<b>Personal</b>	Concentration	✓	High levels of concentration required, particularly whilst supervisor of a number of participants.
	Patience	✓	Swim Instructors are required to exercise high levels of patience whilst attending to complex tasks.
	Emotional stability	✓	Swim Instructors are required to have a developed emotional stability whilst completing tasks.
	Judgement	✓	Swim Instructors are required to exercise good judgement whilst completing all aspects of the role.
	Reasoning	✓	Swim Instructors are required to exercise sound reasoning whilst completing all aspects of the role.
<b>Social</b>	Isolation	-	Swim Instructors work as part of a team and as such are not exposed to isolation.
	Autonomy	✓	Swim Instructors are able to utilise autonomy with respect to the processes in which they complete a task and lesson plans (whilst following safe work procedures).
	Peer support	✓	All aspects of the role are completed with the assistance / accompaniment of a colleague. As such peer support is available for all tasks.
	Social network	✓	A social network is available for all Swim Instructors through the City of Ballarat.
	Production demands	✓	Swim Instructors are required to complete classes within a designated schedule.
	Stress	✓	Swim Instructors may be exposed to potentially stressful situations, particularly with respect to irate members of the community, having to supervise multiple participants at the same time and responding to accidents and injuries to patrons.