

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Swim Teacher	1637
CLASSIFICATION	ANZCO
Band 3	452111
DEPARTMENT	DIVISION
Recreation Services	Community Wellbeing
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement no. 9, 2023	Ballarat Aquatic and Lifestyle Centre

Position Objectives

Swimming Teachers deliver BALCs swimming and water safety program to the highest standard. You work as part of a team committed to the goals and mission of the BALC that actively fosters community participation and involvement, and maintain an ongoing commitment to personal and professional development.

Key Responsibility Areas

Teaching Attributes

- Commitment to BALC philosophy in relation to our swimming and water safety program, aquatic programs; educational and teaching standards
- Display interest, enthusiasm, patience, respect and innovation to students and peers.
- Deliver lessons with appropriate activities that enhance student interaction and collaboration

Administration

- Ensure lesson records and attendances are completed as per the current processes
- Ensure requirements for school programs are completed as per the current processes

Other

- Contribute to a strong team culture of support and effective communication
- Actively support adherence to the Watch Around Water (WAW) policy
- Constructively participate in all team meetings and individual coaching sessions displaying commitment to continuously improving team environment and level of Customer Service provided.
- Assist people of culturally and linguistically diverse backgrounds to access BALC services

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

All Employees and Volunteers

- Report hazards and incidents 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 team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

POSITION DESCRIPTION

REPORTS TO: Aquatic Programs Team Leader	DIRECT REPORTS: N/A
ORGANISATIONAL RELATIONSHIPS	
Internal: All units of the City of Ballarat	External: General Public

Accountability and Extent of Authority

- Provide information, support and guidance to users within Aquatic Programs, following the recommended guidelines as provided by the Team Leader, Aquatic Programs.
- The achievement of agreed, specific performance objectives for the position.
- The adoption and implementation of safe working practices and procedures.
- Accountable for the confidentiality of all program related documentation within the position.
- Accountable for maintaining a high level of professional ethics at all times.
- Ensure appropriate care and use of assets and equipment.

Judgement and Decision Making

- Have the ability to work effectively, constructively and successfully as part of a team with a wide range of people from diverse backgrounds and groups.
- Any issues that arise that are outside the scope of the position are referred to the Team Leader, Aquatic Programs.
- Guidance and advice is always available to help make effective decisions based on well-defined objectives.
- Responsible for on the spot assessment of individual user needs, with the ability to select an appropriate option from existing processes and techniques.
- Utilise discretion when dealing with users with sensitive issues or needs

Specialist Skills and Knowledge

- Effective swim lesson delivery and class management
- Understanding and compliance of BALC administration and policies, AUSTSWIM Guidelines, AUSTSWIM Code of conduct
- Competence in the use of the software and processes that support Aquatic Program.
- Basic knowledge of BALC operations, memberships, programs and services.
- Well-developed literacy and numeracy skills.
- Ability to demonstrate initiative and innovation relevant to the position.
- Basic understanding of HR and OHS policies and practices, and work practices and procedures relevant to the role.
- Ability to use Microsoft Word and Excel.

Management Skills

- Basic skills in managing time, planning and organising their individual work to achieve specific and set objectives in the most efficient way, given available resources and within set timetables.
- Provide input to continuously improve Aquatic Programs in consultation with the Team Leader, Aquatic Programs.

Interpersonal Skills

- Ability to communicate effectively with parents & students
- Communicates well with Aquatic Education team as well as other BALC staff and Management

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- Ability to resolve minor problems/situations.
- An awareness of self attributes and the part they play in communicating with others.
- Ability to work in a team environment.
- Ability to demonstrate integrity and respect in all aspects of the position.
- Excellent presentation skills.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to users' values and beliefs.
- Demonstrated listening and empathetic skills.
- A willingness to be proactive in promoting Council's services.
- Friendly, approachable and positive approach with a desire to provide a positive customer experience.

Qualifications and Experience

- AUSTSWIM Teacher of Swimming and Water Safety
- Level 2 First Aid and CPR
- Current Working with Children Check

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the corporate values.
- Strong communication skills, both written and verbal.
- Be proactive and motivate to succeed.
- Demonstrated ability to implement, monitor and adhere to health and safety policies and procedures.
- National Police Check
- Flexibility to work across a seven (7) day roster

POSITION DESCRIPTION

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.