

Position Description

Position	Swim Teacher
Award	Educational Services (Schools) General Staff Award 2020
Classification	Instructional Services, Grade 3
Directly reports to	Ridgeway Campus – Aquatics Manager / Ivanhoe Dance Manager Plenty Campus - Pool Manager <i>All professional service positions ultimately report to the Business Manager</i>

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

Swim Teachers will be responsible for the delivery of safe, innovative and productive swimming lessons by maintaining, a solid understanding of the Swim and Survive program, industry developments and the OH&S guidelines applicable to the facility. The development of high level swimming competency for Ivanhoe Grammar students and Ivanhoe Swim Students will contribute to physical and mental health and safety and enable them to confidently engage with water based activities in the Australian environment. This role requires the essential knowledge and expertise in Swimming and Water Safety.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School.
Provide students with a child-safe environment	A demonstrable understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Student-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
Effective Communication and Teaching Style	Lessons are delivered with energy and enthusiasm, creating an engaging learning environment. Students respond positively to innovative teaching techniques tailored to their needs and are engaged throughout lessons. Teachers demonstrate patience and adaptability to meet the needs of individual swimmers. Students' progress is regularly assessed and documented, with clear feedback provided.



	Performance reports align with Swim and Survive program standards. Parents are kept informed of their child's achievements and areas for improvement.
Delivering High-Quality Lessons and Ensuring Safety	Lessons are consistently aligned with the Swim and Survive program, focusing on both stroke development and water safety. Lesson plans are implemented effectively, with teachers demonstrating a thorough understanding of set criteria. Students progress steadily through the program, meeting level-specific goals. Swim teaching equipment and platforms are used safely, in accordance with OH&S procedures. Teachers actively monitor the pool environment, ensuring a safe and secure setting. No incidents occur due to non-compliance with safety protocols.
Fostering a Positive Learning and Team based Environment	Ability to work effectively both independently and as a strong and valuable part of the team A strong commitment to personal growth and ongoing learning, with a focus on enhancing teaching skills and deepening water safety expertise. A collaborative and cohesive team dynamic is evident during lessons. Demonstrated flexibility and initiative in fulfilling role and team requirements or gaps. Other duties as appropriate to the position.
Other duties as directed by the Principal or Business Manager or delegate	Attend various meetings at the invitation of the Principal or Business Manager or delegate. Engage in projects, or other duties, as directed by the Principal or Business Manager or delegate.

Key challenges;

- Build on the School's reputation as a contemporary centre of excellence in education
- proactively engage key stakeholders in the community,
- that align with the school's commitment to quality learning,
- enrich the student athlete experience by creating engaging aquatic programs with alignment to the Ivanhoe Learner Attributes, while contributing to the success of the commercial swim school - Ivanhoe Swim,
- strengthen and optimise technology to inform and improve School operations,
- develop sustainable systems and processes to deliver a distinctive "Ivanhoe" experience.

Education and experience;

- Qualified and Fully Accredited Teacher of Swimming and Water Safety,
- Qualified and fully accredited teacher of infants and preschool (desirable),
- qualified and fully accredited teacher of inclusive aquatics (desirable),
- currently holds a cpr and first aid qualification,
- current working with children check,
- sound knowledge of child safety protocols and compliance requirements.

Knowledge and skills;

- Outstanding interpersonal skills including a demonstrated ability to build community,
- highly competent in the use and application of digital technologies,
- excellent communication and interpersonal skills to effectively interact with students, parents, and colleagues,
- ability to adapt teaching methods to accommodate diverse learning styles,

Attributes;

- be a suitable person to engage in child-connected work.
- supportive and an avid promoter of the Ivanhoe Grammar ethos and values.
- highly developed verbal and written communication skills.
- demonstrated ability to work with others towards a common goal.
- personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to:	Ridgeway Campus – Aquatics Manager / Ivanhoe Dance Manager Plenty Campus - Pool Manager
Associated Relationships:	Head of Campus Deputy Head of Campus Director of Sport Head of The Edge Director of Co-curricular Learning Classroom Teachers Students, Parents and Guardians Aquatics, Dance and Sports Team Members of Academic Professional Services Staff
Team/s:	

Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Professional Service Staff Commitment

All members of the Professional Service Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Professional Service Staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.

Approval

Developed by	Head of People and Culture
Approved by	Principal
Approval date	January 2025
Next review date	January 2029

