**Learn to Swim Instructor**

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| **Key Position Information** |
| Job Title: **Learn to Swim Instructor** | Position Reports To: **Aquatics Coordinator** |
| Location: **National Centre of Indigenous Excellence, 180 George St, Redfern** |
| Status: **Casual** | Direct reports: **Nil** |

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| **Primary Purpose of Job** |
| The role of the Learn to Swim Instructor is to provide high quality teaching to children and adults in accordance with the AUSTSWIM and Swim NSW Industry guidelines and NCIE lesson plans. |

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| **Qualifications** |
| * Current AUSTSWIM Teacher of Swimming and Water Safety Accreditation.
* Valid CPR Certificate (HLTAID009) and First Aid Certificate (HLTAID011).
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| **Function** | **Accountabilities** |
| **Operational** | * Ensure care, supervision and security is provided to all children participating in Learn to Swim.
* Maintain a clean and safe environment for staff and members of the pool.
* Deliver excellent customer service to any member or guest of the centre.
* Keep up to date with any promotions in the centre.
* Maintain all qualifications required for the position.
* Deliver lessons in line with NCIE Learn to Swim Lesson plans.
* Maintain a welcoming and safe environment for all members of the centre
* Teach lessons in line with lesson plans.
* Maintain qualifications and keep up to date with updates from the Aquatic Industry.
* Actively seeks new skills and updates regarding the swimming industry.
* Perform any other duties as reasonably directed by NCIE.
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| **Key Internal & External Relationships** | * Build and sustain effective working relationships with a network of internal and external stakeholders and ensure that all interactions with partners, educators and communities foster positive relationships.
* Participate in meetings to represent work group perspective and share information.
* Work collaboratively to contribute to achieving the team’s business outcomes.
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| **NCIE’s Core Values** | * Consistently acts in accordance with the NCIE’s values, challenges practices inconsistent with these values and use values as a basis managing relationships and decision making.
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| **Employee WHS**  | * Models healthy and safe behaviour and ensures personal health and safety at work.
* Not adversely affecting the health and safety of other workers or persons.
* Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control.
* Comply with all reasonable instructions, policies and procedures and safely using equipment.
* Reporting any incidents (near misses/injury/illnesses).
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| **Risk Management** | * Actively participate in risk assessment reviews as required and adhere to policy and operating procedures developed to manage workplace risks.
* Adhere to and uphold the consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.
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| **NCIE Policies and Procedures** | * Abide by and uphold the NCIE policies and procedures.
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| **Selection Criteria** |
| **The occupant of this position will be able to demonstrate the following criteria:*** Appropriate and current qualifications and other relevant professional training in the Aquatics industry.
* Demonstrated experience as a LTS Instructor.
* Excellent oral communication and instructional direction skills.
* Good customer service skills.
* Ability to communicate effectively and work constructively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
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| **Practical Requirements** |
| The preferred candidate will be engaged on a casual contract**.**Work outside of the normal hours of duty may be required. Employment will be subject to a National Police Clearance and the ability to get a NSW Working with Children Check clearance is essential.  |

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**Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.**