



Pymble Ladies' College

POSITION DESCRIPTION

Title:	Learn to Swim Coach
Reports to:	Learn to Swim Co-ordinator

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Learn to Swim Coach will assist with the supervision, mentoring and training of Pymble Ladies' College students.

KEY RESPONSIBILITIES

1. Coaching

- 1.1 Develop and conduct lesson plans suitable for the level you are instructing and in-line with the program expectations
- 1.2 Attend periodic in-house training sessions as set out by the Co-ordinator as well as any other training required by the Co-ordinator or Coaching Director
- 1.3 Set up the pool space in accordance to pool space plan before swimmers arrive for each session.

2. Communication

- 2.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner

2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College

2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

3. Risk and Compliance

3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices

3.2 Meet the expectations for safety in the workplace and report potential risk to the Coordinator

3.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary

3.4 Report directly to the Principal on any matters relating to child protection

3.5 Consistently adhere to College policies and procedures.

4. Professional Learning

4.1 Remain abreast of current and best practice standards

4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

5. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times
- Current first aid and CPR qualification
- Demonstrated ability to communicate effectively with and encourage young people
- Entry level Learn to Swim Qualification (Austswim or Swim Australia).