



SUNSHINE COAST
GRAMMAR SCHOOL

POSITION DESCRIPTION

Position Title:	Learn to Swim Teacher
Direct Report:	Learn to Swim Coordinator
Executive Report:	Business Manager
Last Revised:	October 2017

Sunshine Coast Grammar School is a leading independent, regional, co-educational P-12 Christian School located at Forest Glen on the Sunshine Coast, Queensland. As a young and vibrant School we are continually growing facilities, programs and opportunities for all students. Sunshine Coast Grammar School's latest facility, the Grammar Aquatic Centre consists of a 50-metre FINA certified pool, a fully enclosed Learn to Swim Pool, Gymnasium and Café.

Position Objective

The Learn to Swim Teacher is responsible to the Learn to Swim Coordinator for the delivery of Learn to Swim Programs at the Sunshine Coast Grammar School Aquatic Centre.

This includes providing exceptional customer service, implementing learn to swim programs meeting industry best practice standards and customer expectations and maintaining a positive profile for Sunshine Coast Grammar School community.

Hours of Duty

Mornings, afternoons, weekends and between school times. Hours may be flexible for the right candidates.

KEY RESPONSIBILITIES:

- To provide high quality, results focused and professional Learn to Swim teaching to the Learn to Swim and School swimming programs.
- Work within a team environment to create, maintain and promote a clean, harmonious and happy environment where customers are happy to attend regularly.
- Ensure Learn to Swim equipment is stored correctly.
- Maintain up to date knowledge of all areas of Learn to Swim by attending regular professional development.
- Promote the Aquatic Centre at every opportunity and provide excellent customer service.
- Ensure that all daily work duties are completed.
- Have a basic understanding of the computer software programs including point of sale and memberships.
- Keep the reception and equipment clean, tidy and presentable at all times.
- Attend regular staff meetings.
- Assist Aquatic Centre Manager and Learn to Swim Coordinator with other tasks as required.

PERSONAL ATTRIBUTES AND SKILLS:

- Team player
- Excellent time management and organisational skills
- Excellent verbal and written communication skills
- Current Child Suitability Card (Blue Card)
- Current First Aid and CPR (essential)
- Current Swim Australia/AUSTSWIM Teacher
- AUSTSWIM – Teacher of Infants (desirable)
- AUSTSWIM – Teacher of Inclusion & Access (desirable).



SUNSHINE COAST
GRAMMAR SCHOOL

Work Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Work Health and Safety which require staff to recognise and support all of the School's Work Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself and others at the workplace.

The Presbyterian and Methodist Schools' Association is an equal opportunity Employer.

The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.