

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Aquatic Education Teacher	
CLASSIFICATION	LOCATION
Band 3	Ballarat Aquatic & Lifestyle Centre
DEPARTMENT	DIVISION
Recreations Services	Ballarat Aquatic & Lifestyle Centre
Agreement	
Ballarat City Council Enterprise Agreement No. 8, 2019	

Position Objectives

- As an Aquatic Education Teacher this position requires you to work as part of a team committed to the goals and mission of the BALC that actively fosters community participation and involvement.
- BALC Aquatic Education Teachers are an essential component in the delivery of BALC aquatic education programs and services. Aquatic Education Teachers are required to maintain thorough knowledge and understanding of all aspects of BALC aquatic programs, educational trends and industry development.

Key Responsibility Areas

Teaching Attributes

- Commitment to BALC philosophy in relation to aquatic programs; educational and teaching standards
- Display interest, enthusiasm, patience, respect and innovation to students and peers.
- Construct and implement lesson plans that promote group teaching methods, combining stroke development with water safety and enhancing the developmental assets aspect of BALC programs.
- Structures and designs lessons with appropriate activities that enhance student interaction and collaboration
- Challenges and develops student's values and attitudes
- Perform other duties as required

Communication

- Listens and is objective and non-judgemental
- Uses respectful language
- Exhibits concern and interest for the feelings and experiences of others
- Exhibits personal values and behaviour that instils trust
- Initiates and nurtures group interaction
- Teaches and models effective problem solving and conflict negotiation

Administration

- Work within a team environment to ensure safe, timely and effective set up / lesson delivery & pack up
- Design weekly lesson plans for all of their classes
- Maintain daily attendance sheets and student competency records
- Archive all swim school documentation at the end of each term
- Comply with legislative and organisational requirements relating to:
 - Occupational health and safety
 - Guidelines for safe pool operation
 - Workcover
 - BALC Risk Management

BALC Aquatic administration and policies

POSITION DESCRIPTION

- AUSTSWIM Guidelines
- AUSTSWIM Code of conduct

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

All Employees and Volunteers

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

REPORTS TO:	DIRECT REPORTS:
Aquatic Education Team Leader	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
<ul style="list-style-type: none"> • All Staff 	<ul style="list-style-type: none"> • Community Organisations / Committees • Government Departments • Local Schools and Service Providers • General Public

Accountability and Extent of Authority

- Providing participants with Swimming and BALC information with guidance and advice always available from the Team Leader.
- Meeting agreed performance objectives for the position, within specific guidelines and under general supervision.
- Ensuring safe working practices and procedures are adhered to.
- Ensure appropriate care and use of assets and equipment.
- Freedom to plan aquatic classes and activities in advance, however activities are limited by standards, procedures and objectives that are nominated by the Team Leaders

Judgement and Decision Making

- Direction is provided by the Team Leaders, with tasks and activities clearly defined. Methods used to perform tasks may be chosen from a limited range of existing techniques, systems and equipment.
- Any issues that arise that are outside the scope of the position are referred to the Team Leaders, with guidance and advice always available.

Specialist Skills and Knowledge

- Ability to understand and action Occupational Health & Safety policies, procedures and requirements.
- Understanding of and ability to demonstrate the high quality customer service
- Understanding of BALC services and procedures.
- Ability to use BALC equipment safely and competently.
- An understanding of the long term goals and relevant policies of the BALC and the greater Sport & Recreation Unit.
- Well-developed literacy and numeracy skills.

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Management Skills

- Ability to manage time and prioritise plans and goals so as to achieve specific and set objectives.
- Understanding of HR and OHS policies and practices relevant to the role.

Interpersonal Skills

- Demonstrated listening and empathetic skills and the ability to communicate verbally with all levels of staff and members of the community.
- Friendly and positive approach.
- Ability to demonstrate integrity, responsibility, innovation and respect.
- Excellent presentation skills.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.

Qualifications and Experience

- First Aid Level 2 and CPR
- AUSTSWIM Teacher of Swimming and Water Safety
- AUSTSWIM Teacher of Infant Aquatics and/or AUSTSWIM Teacher of Access and Inclusion is highly desirable
- Knowledge of the recreation industry and associated issues.
- Current National Police Check
- Current Working with Children Check

SELECTION CRITERIA

Essential

- AUSTSWIM Teacher of Swimming and Water Safety
- First Aid Level 2 and CPR
- Demonstrated experience in the teaching of Aquatic Education classes
- Demonstrated knowledge in swimming and water safety
- Good communication and interpersonal skills in particular interactions with children
- An understanding of and commitment to Occupational Health & Safety standards and knowledge and understanding of health and safety issues relevant to work activities and work area
- Current Working with Children Check

Desirable

- AUSTSWIM Teacher of Infant and Preschool Aquatics
- AUSTSWIM Teacher of Aquatics - Access and Inclusion
- AUSTSWIM Teacher of Towards Competitive Strokes