



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Grimwade Club Swim Instructor

## Reporting to

Head of Grimwade House, through the Grimwade Club Coordinator

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Grimwade House, our coeducational primary school, centers around the historic 'Harleston' building in Caulfield 12 kilometres from the city. The campus has 680 girls and boys and a teaching staff of around 60.

The Grimwade Club was set up in 1991 to provide recreational activities and coaching for students after school and to maximise the use of the facilities of the Cordner Physical Education Centre. The activities vary, but include swimming, gymnastics, tennis, taekwondo, chess, language sessions, ball games and many others. Classes are graded according to ability and age. Approximately 100 students currently attend the programme.

## Purpose of the Role

The Grimwade Club Swim School provides children with the opportunity to learn how to swim in our fantastic 25 metre heated indoor pool facility, from the very basic aspects of water safety to a higher developmental level.

## Key Internal Contacts

|                         |                           |
|-------------------------|---------------------------|
| Swim School Coordinator | Grimwade Club Coordinator |
| Swim School staff       | Grimwade Club staff       |
| PE Staff                |                           |

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- Effectively assist in the operation of the Swim School, under the direction of the Swim School Coordinator
- Assist in the planning and implementation of a stimulating programme, relevant to the developmental needs of children attending the Swim School, including those with additional needs
- Deliver a structured swimming lesson incorporating positive feedback and encouragement
- Teach the required swimming skills within the current framework established by the swimming school
- Prepare the pool for swim lessons fifteen minutes prior to the lesson
- Mark attendance sheets prior to each lesson
- Must wear appropriate swim attire and rash vests while teaching lessons in the water
- Must maintain a sound knowledge of the Swim School Learn to Swim levels and class structures
- Assist in organising and maintaining programme materials and resources
- Use programme resources effectively
- Ensure that the programme venue is tidy and maintained to a high standard
- Apply appropriate guidelines that encourage positive behavior, as directed by the Swim School Coordinator
- Act as an appropriate role model for children
- Encourage effective interaction between groups and individuals utilising Grimwade Club Swim School
- Have an understanding of the evacuation procedure for the pool area and assist in an evacuation, if required
- Act as an advocate for the School and consistently promote the values and beliefs of the School
- Build positive relationships with the Melbourne Grammar School community.



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# Job Description

## MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

## Knowledge, Skills and Qualifications

The successful applicant will possess:

- A commitment to and understanding of Melbourne Grammar School's vision and values
- Previous involvement with, and understanding of, children's activities
- Excellent communication and customer service skills
- Excellent administrative and organisational skills
- The ability to supervise and encourage children to have fun and build upon their knowledge within a safe environment
- Demonstrable skill and experience in working with primary-aged children
- An ability to form and maintain excellent relationships with staff, students and parents.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.