



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

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.

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 Responsibilities

The responsibilities will be as set out as below but may evolve over time in light of operational requirements.

- 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.

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 full 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.



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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 Grimwade Club Swim Instructor must:

- Have a minimum of 1 year of experience working with children in a school setting, or a similar setting with primary-aged children
- Must hold, or be willing to obtain, a current Employee Working with Children Check, current Austswim certification and a CPR certificate.

General

This is a casual position, located at the Grimwade House campus of Melbourne Grammar School in Caulfield.

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 from time to time depending on the operational needs and requirements of the School.