



POSITION DESCRIPTION

POSITION:	Teacher of Swimming and Water Safety
POSITION STATUS:	Casual
REPORTS TO:	This position reports to the CGGS Aquatic Swim School Coordinator. All positions ultimately report to the Principal.
DATE:	September 2022

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

CHILD SAFETY COMMITMENT

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order 1359 – Implementing the Child Safe Standards – “Managing the risk of child abuse in schools and school boarding premises”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.



CHILD SAFETY EXPECTATIONS

All staff, including the Teacher of Swimming and Water Safety, must ensure that a child safe working environment is provided at all times. Every interaction that a staff member has with a CGGS student must be conducted with child safe standards in mind, having an understanding of the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

KEY INTERNAL CONNECTIONS

Reporting directly to

- CGGS Aquatic Swim School Coordinator

Associated relationships

- CGGS Aquatic Program Manager - Head Coach
- PE/Sport department
- All Swim School staff
- CGGS staff and students

KEY DUTIES & RESPONSIBILITIES

Teacher of Swimming & Water Safety

The following key areas are the responsibility of the Teacher of Swimming and Water Safety:

1. Curriculum

- In and out of water teaching
- Learn-to-Swim and water safety, teaching across the Swim School, and also the Swim Club and CGGS School programs if required

2. Workplace and Child Safety

- Ensure a safe environment for students, and all staff
- Understand and work within the policy and guidelines relating to child safe standards

3. Customer Service

- Respond as soon as possible to customer needs or concerns to meet agreed standards

4. Teaching

- Commitment to the CGGS aquatic programs and associated educational and teaching standards
- Display interest, enthusiasm, patience, respect and innovation to students and peers
- Develop and implement lesson plans that promote group teaching methods, combining propulsion with water safety and enhancing learning outcomes in knowledge, skill and understanding
- Present learning activities that enhance student's interaction and collaboration
- Challenge and develop student attitudes and approaches in relation to personal safety and survival

5. Communication

- Listen to students, peers and supervisors in a positive and inclusive manner
- Be respectful with communication; including body language
- Instill, and be respectful of, the position of trust a teacher holds
- Teach and model effective problem solving and conflict resolution



6. **Administration**

- Work within a team environment to ensure safe, timely and effective set up / lesson delivery & program pack up
- Ensure appropriate attendance and competency records are completed, collated and submitted
- Comply with appropriate legislative and facility requirements
- Recommending students for assessment as appropriate
- Ensures appropriate attendance and competency records are completed, collated and submitted

7. **Community**

- Understand the unique needs of families, responding appropriately
- Ensure a positive education and well-being mindset approach to teaching
- Interact with parents relating information regarding student learning experiences
- Challenge, develop and support student values and attitudes in relation to personal safety, health and wellness and active lifestyle choices.
- Flexibility to work weekday mornings, evenings and Saturday mornings to share the program workload
- Set an example for parents by interacting, communicating, guiding, and setting clear boundaries and expectations for students in relation to water safety, supervision and risk management.
- Ensure a clean neat presentation in correctly presented uniform
- Display a commitment to continued learning and professional development
- Display understanding & respect to those of different talents, abilities, cultures and faith
- Undertake other duties as requested appropriate to this position

8. **Other duties as appropriate to the position**

QUALIFICATIONS AND EXPERIENCE

Essential:

- Level 2 First Aid / CPR
- Teacher of Swimming and Water Safety (valid for 3 years)
- Current valid Working with Children Check
- Current valid National Police Check

Desirable:

- Proven experience in similar position
- Pool Lifeguard Certificate
- Teacher of Infant and Pre-school Aquatics
- Working toward Teacher of Competitive Strokes

KEY PERSONAL ATTRIBUTES

- Ability to work independently, as well as working collaboratively in a team
- Ability to develop, build and nurture relationships
- Demonstrated initiative
- Excellent customer service skills
- Extremely high standard of personal ethics and good character
- The ability to be discreet and maintain confidentiality
- High level interpersonal skills and well-developed communication skills
- Accessible and approachable for both staff and students
- Commitment to achieving best practice and a passion for swimming
- Positive and flexible attitude
- Punctuality



PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required
- Fully vaccinated (boosted) against COVID-19

APPLICATIONS

All applications should be sent via email to:

Erin Cowell/Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE

Friday 30 September 2022 at 5:00PM

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.