

Position Description

Position Information	
Position title Aquatic Swim Teacher (AST)	Classification To be confirmed - dependent on accreditation, experience and responsibilities.
Section Community and Development	Location Shire of Coolgardie Aquatic Facilities
Status Casual Only	Contract Hours Flexible hours, including mornings, evenings and weekends as rostered
Reports to ATO / Pool Operator	Award Applicable industrial instrument / Shire salary schedule

Key Focus of Section	Key Focus of this Position
Deliver safe, engaging swimming and water safety lessons that build participant confidence, swimming skills and enjoyment while supporting the Shire of Coolgardie swim programs.	Plan and deliver structured swimming and water safety lessons for participants of varying ages and skill levels; maintain constant supervision; provide professional customer service; and contribute to a safe, inclusive and positive aquatic environment.
Shire Vision	
A connected, progressive and welcoming community.	
Shire Values	
Honesty – fair and ethical conduct; Accountability – quality in everything we do; Respect – treating colleagues and customers with respect; Professionalism – pride and commitment to high-quality service delivery.	
Shire Purpose Statement	
To serve the communities of the Shire of Coolgardie through accountable governance, responsible resource management and quality local services.	

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Position Outcomes	
Accountability Area	Outcome
Service delivery / operations	Deliver engaging swimming lessons and water safety programs to participants of varying ages and skill levels in accordance with structured lesson plans and applicable industry standards.
Customer and community service	Provide professional, friendly and consistent service and build positive relationships with participants, parents, patrons and colleagues.
Compliance, governance and records	Plan classes, follow approved program requirements and maintain any required participant, lesson or operational records.
People, contractors and volunteers	Work collaboratively as part of a cohesive aquatic team, communicate effectively and support the delivery of Shire swim programs.
Budget, assets and procurement	Prepare, use, pack away and care for lesson and aquatic equipment appropriately.
Projects, events and improvement	Provide guidance, feedback and support that builds participant confidence, swimming ability and water safety awareness.
Risk, WHS and incident response	Maintain constant supervision, respond appropriately to emergencies, provide first aid when required, identify and report hazards, and follow aquatic safety, WHS, emergency and evacuation procedures.

Position Requirements		
Skills	Essential	Desirable
Foundational computing, numeracy and literacy skills.	☒	☐
Foundational organisation skills with the ability to prioritise competing tasks.	☒	☐
Foundation-intermediate customer service, communication and problem-solving skills.	☐	☒
Ability to follow direction and work independently to a productive standard.	☒	☐
Knowledge		
Knowledge of the practical application of Work Health and Safety measures in an aquatic/public-facing workplace.	☒	☐
Ability to identify hazards and follow aquatic safety, emergency and evacuation procedures.	☒	☐
Knowledge of structured swimming and water safety lesson delivery and class management. Energetic, innovative and decisive teaching style.	☒	☐

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Position Requirements		
Experience		
Ability to deliver swimming and water safety programs and provide guidance, feedback and support to participants.	☒	☐
Ability to maintain constant supervision and manage participant safety.	☒	☐
Ability to work collaboratively as part of a team and build positive relationships with participants, parents, patrons and colleagues.	☒	☐
Qualifications		
Current AUSTSWIM Teacher of Swimming and Water Safety (TWS), or equivalent. Current Bronze or Pool Lifeguard Certificate (RLSSA). Current HLTAID011 Provide First Aid and HLTAID009 Provide cardiopulmonary resuscitation. Current Working with Children Check (WWC).	☒	☐
AUSTSWIM INF Teacher of Infant & Preschool Aquatics. AUSTSWIM TAI Access & Inclusion. TCSC Teacher of Competitive Strokes & Coaching.	☒	☐
Licenses and checks		
Current 'C' Class Driver's License. Minimum age 18 years.	☐	☒
Physical fitness sufficient to undertake activities and instruction in an aquatic environment.	☒	☐
Ability to work flexible hours, including mornings, evenings and weekends.	☒	☐

General Physical Requirements									
The position requires a level of physical fitness suitable for teaching and supervising participants in an aquatic environment, including standing, walking, swimming, demonstrating aquatic skills, handling lesson equipment and responding to emergencies. Specific activity frequencies should be confirmed through the Shire role assessment.									
Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☒	☐	☐	Climb/Balance	☐	☒	☐	☐
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☒	☐	☐
Sit	☐	☒	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☒	☐	☐		☐	☐	☐	☐

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General Physical Requirements

Reach	☐	☒	☐	☐				
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While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Organisational Relationship

Responsible to:

- Leisure & Recreation Development Manager
- Aquatic & Recreation Coordinator
- Aquatic Swim Teacher (AST)

Supervisor of: Enrolled class participants

Extent of Authority and Accountability

Operates under the supervision of the Aquatic & Recreation Coordinator within the limits of statutory requirements, Council policies, approved aquatic procedures and delegated authority.

The position is responsible for class management and participant safety during assigned lessons, including applying approved lesson plans, aquatic safety requirements and reasonable directions within the scope of the role.

Any formal financial, statutory or people-management delegation: To be confirmed by the Shire.

General Corporate Accountabilities

Accountability	Required Standard
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.

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General Corporate Accountabilities	
Accountability	Required Standard
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	Details
Ordinary hours and roster	Flexible work hours and days are required, including mornings, evenings and weekends in accordance with the aquatic program and roster.
Overtime / penalties / on-call / call-back	To be confirmed in accordance with the applicable industrial instrument and Shire approval requirements.
Part-time agreed additional hours	To be confirmed where applicable.
Leave restrictions / peak periods	Work is linked to aquatic program delivery and seasonal operational requirements. Specific roster and seasonal arrangements are to be confirmed.
Uniform / PPE / equipment	Required uniform/PPE and aquatic safety equipment must be used in accordance with Shire requirements and reasonable WHS instructions.
Travel / accommodation / vehicle	Current 'C' Class Driver's License required. Any travel, accommodation or vehicle arrangements are to be confirmed.
Remote work / flexibility	Not specified in the current PD; to be confirmed if applicable.

Position Description Certification	
Prepared by: Shire of Coolgardie	Effective Date: To be confirmed
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

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Approval

Approved by	Chief Executive Officer / delegated approver
Position	To be confirmed
Signature	
Date	

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Attachment A - Task List / Activity Schedule

This attachment translates the duties in the current Aquatic Swim Teacher position description into the Shire's new PD format. Items not specified in the current PD are marked for confirmation rather than assumed.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Lesson delivery	Deliver engaging swimming lessons and water safety programs to participants of varying ages and skill levels.	As rostered / scheduled	R	Lessons delivered safely and consistently	Lesson/program records as required	Follow structured lesson plans and applicable industry standards	
2	Participant supervision	Maintain constant supervision of participants and aquatic areas during lessons.	During all classes	R	Safe class environment and active supervision	Incident/attendance records as required	Participant safety is the primary consideration	
3	Participant development	Provide guidance, feedback and support to build participant confidence and swimming skills.	Each lesson	R	Participant development and engagement	Progress records as required	Use an energetic, caring and appropriate teaching approach	
4	Lesson preparation	Plan, set up and deliver lessons, including preparing and packing away equipment.	Each lesson	R	Lessons and equipment prepared and concluded appropriately	Lesson plans / operational records as required	Safe equipment handling and class preparation	
5	Emergency response	Respond appropriately to emergencies and provide first aid when required.	As required	R	Timely emergency and first aid response	Incident / first aid records	Follow aquatic emergency and evacuation procedures	

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Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
6	WHS and hazards	Follow aquatic safety and WHS procedures; identify and report hazards and proactively promote a safe environment.	Ongoing	R	Hazards identified, reported and managed within role scope	Shire WHS reporting records	Escalate matters outside role authority	
7	Customer and team service	Provide professional customer service, build positive relationships and work collaboratively as part of the aquatic team.	Daily / as required	R/S	Positive participant, parent, patron and colleague interactions	Team/customer records as applicable	Maintain professional communication and confidentiality	
8	Other duties	Undertake other duties as directed within the scope of the role.	As required	R	Duties completed as directed	As applicable	Must be lawful, reasonable and within role capability	

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Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	Key Duties / Responsibilities	Expected Outputs / Evidence
Service delivery / operations	Deliver structured swimming and water safety lessons; plan classes; prepare and pack away equipment. Must complete admin class attendance, certificates and comments for students, progress comments into programs records	Lessons are prepared and delivered to program/industry requirements; equipment is used and stored appropriately.
Customer and community service	Provide professional customer service and build positive relationships with participants, parents, patrons and colleagues.	Professional, respectful and helpful interactions support positive participant and customer experience.
Compliance, governance and records	Follow approved lesson plans, aquatic procedures, emergency requirements and Shire directions; maintain required records.	Lessons and class management align with approved requirements and records are completed where required.
People, contractors and volunteers	Work collaboratively as part of a cohesive team and support Shire swim programs.	Effective communication, teamwork and operational support.
Budget, assets and procurement	Use lesson and aquatic equipment responsibly and report defects or hazards.	Equipment is handled safely and issues are reported promptly.
Projects, events and improvement	Provide guidance, feedback and support to build participant confidence, swimming skills and water safety awareness.	Participants receive appropriate instruction and feedback consistent with lesson objectives.
Risk, WHS and incident response	Maintain constant supervision; follow WHS, aquatic safety, emergency and evacuation procedures; respond to emergencies and provide first aid when required. Complete incidents reports and other WHS paperwork as required.	Participant safety is maintained and hazards/incidents are appropriately managed and reported.