



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Swim School Instructor

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Community and Lifestyle	Level: 2 and Sessional
Reports to:	Swim School Coordinator	
Supervision of:	Nil	
Significant Working Relationships:	LLC staff Community, business and agency stakeholders Directorate team members Key internal stakeholders	

2. Position summary

Deliver high quality swimming programs with highest regards to safety and service delivery.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

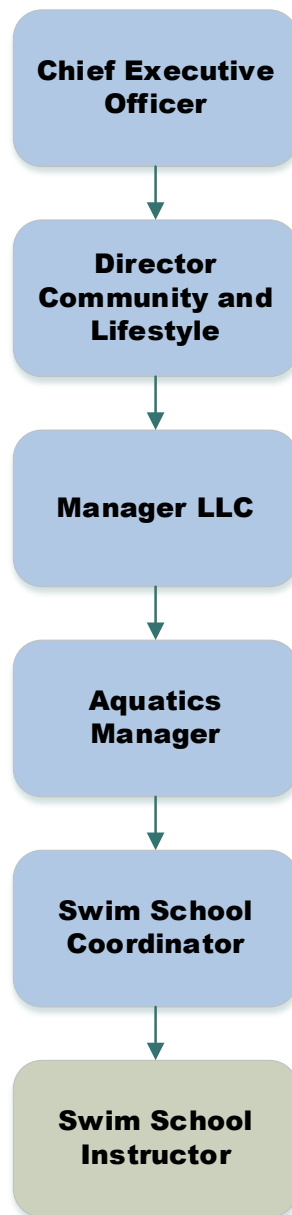
Key functions	Specific duties
Swim School	<ul style="list-style-type: none">• Instruct swimming classes as per the Leschenault Swim School format.• Liaise with parents and report feedback to the Swim School Coordinator.• Complete tracking sheets and all other paperwork as required• Assist with putting out and packing away of equipment before and after lessons.• Ensure equipment is set up prior to lessons commencing.• Ensure equipment is packed away after lessons have finished.• Attend compulsory in-service meetings as required. Attendance and contribution to all aspects of the swim school's in-service is essential.• Maintain qualifications and training.• Complete internal certificates and distribute as required.• Be courteous and responsive to client needs.• Be well presented at all times.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• Current "C" Class Drivers Licence.• National Crime Check.
Organisational	<ul style="list-style-type: none">• Work in accordance with the Shire's Work Health and Safety and risk management principles.• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.• Create and capture records of work activities in line with policies and procedures.

- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operates under the general direction of the Swim School Coordinator and Aquatics Manager within the Shire procedures, guidelines and practices and Council policies.

7. Your team



8. Position selection criteria

Essential

1. Hold a current Teacher of Swimming and Water Safety Certificate from a recognised industry provider.
2. Current CPR certificate.
3. Working With Children Check.

Desirable

1. Hold a current Teacher of Infant Pre-school Aquatics Certificate from a recognised industry provider.
2. People with disabilities.
3. Teacher of Towards Competitive Strokes (TCS).