



POSITION DESCRIPTION

POSITION:	Club Swim Coach / Learn to Swim Teacher - CGGS & CGGS Aquatic
POSITION STATUS:	Casual
KEY RELATIONSHIPS:	This position reports to the Aquatics Program Manager in the first instance. All positions at the School ultimately report to the Principal.
SCOPE:	An opportunity exists for an enthusiastic and experienced individual to work approximately 10-15 hours per week across our club junior program, learn to swim and CGGS School programs.
COMMENCEMENT:	To commence Term 1, 2021.
DATE:	November 2020

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision

A leader and innovator in the education of girls, 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 girls 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, honoring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars

- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto

'Utilis in Ministerium' (Useful in Service)

CAMBERWELL GIRLS GRAMMAR SCHOOL - COMMITMENT TO CHILD SAFETY

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 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 consider 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 No. 870 "Child Safe Standards – managing the risk of child abuse in Schools". 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 and Child Safety Code of Conduct being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR PE AND SPORT STAFF

All PE and Sport staff, including Swim Staff, must ensure that a child safe working environment is provided at all times. Every interaction that a PE and Sport staff member has with a CGGS student must be conducted with child safe standards in mind, having an understanding for the CGGS child safe policies and procedures. This specifically relates to all student interactions in the classroom, individual and group training sessions, PE and Sport office, change-rooms, outdoors, other School buildings and sporting fields, excursions, events, transport, camps and parent involvement activities.

KEY DUTIES & RESPONSIBILITIES

1. Teaching in the LTS program, junior club program and CGGS School programs
2. Ability to create, develop, monitor and review coaching and teaching programs for a range of ages and stages of junior squad swimming and learn to swim from 5 years and up
3. Providing advice and direction to both Club and team members
4. Liaison with officials as required
5. Other duties as directed

KEY SKILLS & EXPERIENCE

- Excellent swim coaching and teaching skills
- Experience working with junior swimmers and a willingness to grow with the learn to swim and club programs

- Ability to create, deliver, monitor and review teaching and coaching programs for a range of ages and stages of learn to swim and squad swimming from 5 years of age onwards
- Demonstrated experience as a Pool Deck Supervisor

QUALIFICATIONS

Essential Criteria:

- ASCTA and AUSTSWIM member with 'Learn to Swim' current accreditation, and Teacher of Competitive Strokes qualification
- Lifeguard
- Anaphylaxis Awareness qualification in line with Ministerial Order 706
- First Aid qualifications
- Current Working with Children Check
- National Criminal Record Check

Preferred Criteria:

- ASCTA Bronze Licence (Development Coach) is preferable but not essential
- Competitive swimming background is desirable
- Demonstrated experience as a Pool Deck Supervisor is desirable

KEY SELECTION CRITERIA

- Effective teaching and coaching practices at learn to swim level
- Competitive swim coaching at Club level
- Ability to create, deliver, monitor and review teaching and coaching programs for a range of ages and stages of learn to swim and squad swimming from 5 years of age onwards
- Knowledge of rules, regulations, strategies and skills of swimming

KEY PERSONAL ATTRIBUTES

- Contemporary working knowledge and understanding of the sport
- Passion for Swimming
- Commitment to personal learning and development
- Act in a professional and polite manner at all times
- Collaborative approach to working as a team
- Well-developed time management and organisational skills
- Ability to demonstrate initiative
- Effective verbal and written communication skills
- Enthusiasm and energy
- Positive and flexible attitude
- Punctuality

PROFESSIONAL EXPECTATIONS

All staff at CGGS are expected to:

- Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards” and CGGS Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and how to respond to concerns for child safety
- 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
- 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
- Monitor and take full care of the health and safety of others within area of responsibility
- Meet expectations as set out in the Staff Handbook

CGGS AQUATIC BACKGROUND

Established in 2017, CGGS Aquatic is directly affiliated with Camberwell Girls Grammar School – our home being the CGGS Aquatic Centre. Our swim club and swim school support a healthy and fun environment, where we pride ourselves in providing a structured pathway of learn to swim, swimming for fitness and competitive club swimming. Above all else we value integrity, commitment and respect in an environment of fun and teamwork.

APPLICATIONS

All applications should be sent via email, by to:

Fiona Lear

Director of Human Resources

employment@cggs.vic.edu.au

CLOSING DATE:

Monday 30 November 2020 at 5pm