



Position Description

Head of Swimming and Pool Operations

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Head of Swimming and Pool Operations is responsible for ensuring the efficient running of the new Roseville College swimming program and facilities.

In this newly created opportunity, you will have the opportunity to build swim programs for both competitive squad and learn to swim programs, shape culture and work with swimming coaches to provide a swim program for Roseville College students from preparatory right through to squad and elite level for high performance swimmers as well as programs for external learn to swim and squad customers.

This role requires a level of flexibility around the swimming training schedule and will involve early morning and late afternoons.

Key relationships

- Principal
- Deputy Principal
- Director of Cocurricular
- Head of Sport and PDHPE
- Learn to Swim Coordinator
- Facilities Manager
- Swimming Coaches
- External Suppliers and Contractors

Reports to

Director of Cocurricular

Direct reports

Learn to Swim Coordinator

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Key responsibilities

Head Swimming program development and coaching

- Overall responsibility for designing and implementation of the Roseville College swimming program.
- Design and implement IGSSA and IPSHA competitive swim squads training programs.
- Attending all competition meets with the squads.
- Deliver technically appropriate sessions that run on time and involve all participants enrolled in the program.
- Facilitating the skill development of swimmers with a range of skill levels to achieve performance outcomes.
- Recording training data to analyse strokes, techniques, and monitor progress.
- Setting training goals and objectives and motivating teams as well as individual swimmers.
- Lead, train, and mentor swimming coaches to provide exceptional service to the Swim program.
- Identify and resolve complaints and situations using a range of problem-solving and decision-making tools. Resolve in a manner that promotes positive customer service.
- Deliver service excellence to parents and carers by proactively engaging with and responding promptly and courteously to enquiries and requests for information.
- Keep abreast of changing rules, techniques, technologies, and philosophies relevant to swimming.
- Monitor and ensure safe and proper use of swimming equipment.
- Collaborate to set clear performance standards and deadlines in line with established performance development framework.
- Enact safety and risk management processes including ensuring that pool and training area is free of hazards and that supervision of all pool-based activities is maintained

Pool Operations

- Respond to emergencies in accordance with your training.
- Perform water rescues where required, in accordance with your lifeguard training and be prepared to enter the water at any time if required.
- Timely completion of all Aquatic Centre daily operations task checklists, inspections and facility walkthroughs.
- Respond to and manage first aid and other incidents within the centre and complete the relevant incident report forms in a timely manner.
- Act as an Area Warden during an evacuation and attend regular evacuation training exercises.
- Ensure the provision of a safe, professional, functional, well presented and clean aquatic environment, implementing standard operating procedures where applicable.
- Ensure the facility is set up for aquatic based programs or bookings in accordance with the daily booking schedule.
- Implement operational systems and procedures and allocate resources to ensure operational requirements are met and maintain high standards of service delivery, venue presentation, safety and security.
- Supervise the safe use of the facilities and promptly identify and action potential issues which may cause injury or illness to staff or patrons.
- Ensure the prompt reporting and action of maintenance and cleaning issues and escalate where required.
- Liaison with key pool and aquatic plant contractors as required.
- Work closely with the Facilities team and the Sports/PDHPPE team.

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- Assist the Learn to Swim Coordinator with the general management of the program including assisting with rostering, timetabling, responding to enquiries and resolving issues or complaints as appropriate to the level of this role.
- Ensure provision of high-quality customer service is achieved through staff training, development of appropriate systems and strong leadership

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Advanced or Performance coaching accreditation with Swimming Australia and a minimum SCTA Bronze level qualification.
- 3-5 years successful experience within swimming coaching.
- Pool Lifeguard Certificate or willingness to obtain.
- Current First Aid Certificate.
- Experience in developing and/or reviewing policies and procedures.
- Knowledge of aquatic centre maintenance and operating requirements – desired.
- Management and leadership experience.
- High level of communication skills.
- Well-developed verbal and written communication skills.
- Excellent interpersonal skills with the ability to build and maintain effective working relationships.
- Proficiency with the Microsoft Office suite, Google Drive and Microsoft Teams.
- Demonstrated commitment to Christian values

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Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Collegial and collaborative and able to work well in a team.
- Adaptable and able to work well under pressure in a fast-paced environment.
- Flexible and responsive to change.
- Excellent organisational skills.
- Exceptional interpersonal and communication skills.
- Customer focused and results driven.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).