



Position Description

Learn to Swim Instructor

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

This is a casual position with various shifts available throughout the week. However, we are specifically looking for candidates who can cover the following priority blocks Monday and Tuesday afternoons from 3:15 pm to 6 pm and Saturday mornings 7:30 am to 12 pm. Candidates should have a current Teacher of Swimming and Water Safety or equivalent qualification and current CPR certification.

Broad objective

Roseville College is seeking enthusiastic and passionate Learn to Swim Instructors for our new state-of-the-art school pool. You will be responsible for teaching in a program that promotes water safety and swimming skills for students of all ages and abilities. Instructors may be required to work before, during and after school as well as on weekends. Experienced and suitably qualified instructors are encouraged to apply, as are applicants interested in undertaking additional training towards specialist teaching including coaching.

Key relationships

Principal
Deputy Principal
Director of Co-Curricular
Head of Swimming and Pool Operations
Director of PDHPE and Sport
Head of Sport

Reports to

Learn to Swim Coordinator

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

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Direct reports

Nil



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Key responsibilities

- Conduct individual and group swimming lessons according to the Roseville College Swimming program manuals and instruction guidelines at a consistently high standard.
- Tailor the learning experience to meet the individual needs of each student.
- Set up and pack up equipment required to deliver Learn to Swim lessons.
- Provide a safe and encouraging environment for all Learn to Swim participants.
- Keep accurate records for attendance and skill acquisition when required.
- Attend staff training sessions.
- Maintain positive interactions with students, parents / guardians, and fellow staff.
- Perform other duties as required.

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

- Current Teacher of Swimming and Water Safety or equivalent, or willingness to obtain
- Current CPR certification or willingness to obtain.
- Current NSW Working with Children Check.
- Extension qualifications such as Babies and Toddlers, Competitive Swimming, Learners with a Disability are encouraged.

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Essential attributes

- Actively supportive of the Christian mission and values of the College.
- Demonstrates a strong commitment to promoting girls' sports, especially swimming and water safety.
- Open to giving and receiving constructive feedback, with a focus on continuous improvement.
- Maintain clarity, calmness, and effectiveness in high-pressure situations.
- Demonstrated integrity, commitment and ability in a similar role.
- Approachable with exceptional interpersonal & communication skills.
- Collegial and collaborative with the ability to work well in a team.
- Creative and solution-focused thinker.
- Creates and maintains a positive environment.