



Position Description

Learn to Swim Supervisor

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

- Permanent part time, term time opportunity.
- Hours: 29 hours per week.
- Schedule: Tuesday to Thursday 12:30 pm to 6:30 pm, Friday 12 pm to 6:30 pm and Saturday 8 am to 12:30 pm.

Broad objective

Roseville College is seeking an enthusiastic and experienced Learn to Swim Supervisor to help lead the delivery of our growing Learn to Swim program within our state-of-the-art school pool. This is an excellent opportunity to manage a program that promotes water safety and swimming skills for students of all ages and abilities. The successful candidate will be responsible for overseeing a comprehensive swim curriculum, coordinating classes, managing instructors, and ensuring a safe and supportive environment for all participants.

Key relationships

- Director of Co-Curricular
- Head of Swimming and Pool Operations
- Head of Sport
- Swimming Operations Coordinator
- Cocurricular Administrator
- Casual swimming staff

Reports to

Head of Swimming and Pool Operations

Learn to Swim Supervisor

Key responsibilities

General Administration and Leadership

- Lead the daily operation, coordination and delivery of the Learn to Swim program.
- Implement and continually review the Learn to Swim curriculum tailored to various age groups and skill levels, ensuring alignment with Australian Swimming and Water Safety Standards.
- In consultation with the Swimming Operations Coordinator, review and prepare termly Learn to Swim timetables based on class numbers, lane and staffing availability and the needs of the program to optimise pool use and learning outcomes.
- Assist in the recruitment and training of new staff and be responsible for ongoing supervision and professional development of a team of swim instructors, fostering a positive and professional teaching environment.
- Take and manage phone calls, messages and email enquiries in relation to Roseville College Swimming.
- Provide assistance to the Swimming Operations Coordinator regarding enrolments and administrative tasks related to Learn to Swim program operations.
- Liaise with all staff members to assist with monitoring, tracking and communicating the progress of all swimmers within the Learn to Swim program.
- Oversee Learn to Swim staffing and shift allocations, including confirming availability and processing timesheets.
- Monitor and track staff accreditation to ensure no staff is rostered to work without current and/or relevant qualifications for their position.
- Liaise with Head of Swimming and Pool Operations and Swimming Operations Coordinator regarding customer and staffing issues, including changes to staff rosters.
- Work with the Swimming Operations Coordinator to ensure the successful rollover of termly Learn to Swim bookings and communication with customers regarding changes to bookings and payments.
- Assist the Swimming Operations Coordinator (NEW ROLE) in planning and setting programs and timetables for Learn to Swim holiday offerings.
- Undertake general duties such as photocopying, binding, scanning, filing and mail-outs as required, and ensure merchandise and stationery are sufficient for the needs of the centre.
- Contribute to program growth, retention strategies and continuous improvement initiatives.

Pool Deck Supervision

- Assess and evaluate individual student swimming progress and levels, maintaining accurate records of student progress and ensuring swimmers are enrolled in the appropriate program to maximise their development.
- Manage and oversee Learn to Swim trials and assessments for new customers.
- Deliver exceptional customer service and build positive relationships with families and participants.
- Actively supervise and mentor Learn to Swim staff, providing regular feedback and training opportunities.
- Deliver Learn to Swim lessons when required and promote best practice teaching standards.
- Respond to emergencies and incidents in accordance with your training and act as primary point of contact during out of school hours and escalate matters to College Leadership as required.
- 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.

Learn to Swim Supervisor

- Respond to and manage first aid and other incidents within the centre and complete the relevant incident reports in a timely manner.

Child Safety

- 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.
- Uphold the highest standard of child safety culture and awareness.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WHS), 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

- Proven experience in a similar role, preferably within a school or community aquatics setting.
- Current AUSTSWIM or Swim Australia Teacher of Swimming and Water Safety qualifications.
- Current First Aid, CPR, and Pool Lifeguard certificates.
- Previous experience in Deck Supervision and administration, highly desirable.
- Strong organisational and leadership skills, with the ability to manage multiple tasks and staff.
- Passionate about water safety and swimming education.

Essential characteristics

- Actively supportive of the Christian mission and values of the College.
- Exceptional communication and interpersonal skills, with a focus on customer service and community engagement.
- Highly organised with excellent attention to detail.
- Adaptable and able to work well under pressure.
- Excellent time management, organisational, planning and prioritisation skills.
- Ability to understand the complexity of situations and recognise the broader implications.
- Flexible and responsive to change.
- Customer focused and results driven.



Learn to Swim Supervisor

- Initiative and solutions-focused approach to problems.
- Innovative.
- Demonstrated integrity and commitment to a similar role.
- Approachable, collegial and collaborative.

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