

Engagement Description

Title		Casual Swim Teacher
System Identifier		CAS_ST
Directorate		Corporate & Community
Division		Corporate Services Group – Leisure Centres
Reports to		Pool Supervisor
Grade		CAS_HILL38G3
Date Reviewed		August 2026

Primary Purpose

Our Swim Teachers are responsible for supervising students learning to swim at Council's leisure centres in an effective & efficient manner, ensuring a safe environment for learners and patrons, and providing a valuable service to the community.

This document describes the key responsibilities of the engagement and is not designed to be prescriptive. The incumbent will contribute to Council's vision "*Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage. We have strong connections, making the Hilltops region a vibrant place to live, work, play and invest*", promote our organisational values: **Safety, Trust, Accountability and Respect** and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Deliver engaging and inclusive learn to swim programs as per an accredited Swim Program Curriculum or Learning Pillars to support swimmer development, build confidence, and achieve individual and program outcomes in accordance with the Hilltops Swim Program.
- Foster a child-safe, supportive and positive learning environment by implementing appropriate supervision practices and promoting the wellbeing of all participants.
- Build and maintain positive relationships with swimmers, parents, colleagues and customers through professional communication and high-quality customer service before and after the provision of lessons, and provide relevant feedback as needed.
- Prepare, deliver and supervise swimming lessons by setting up and packing away equipment, monitoring participant progress, and maintaining accurate attendance records.

- Promote and uphold aquatic safety by enforcing centre rules, monitoring the safe use of equipment and facilities, and maintaining knowledge of emergency procedures and response requirements.
- Contribute to the growth, quality and continuous improvement of Council's learn to swim and aquatic programs through collaboration, professional development and the application of current industry knowledge and practices.
- Maintain safe, clean and welcoming aquatic facilities by undertaking routine cleaning and maintenance tasks and reporting hazards, faults or equipment issues as required.
- Support a proactive safety culture by participating in risk assessments, hazard identification activities, and ensuring incidents, accidents and near misses are reported and managed in accordance with Council procedures.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Current Swim Australia Teacher or AUSTSWIM Teacher of Swimming and Water Safety certification, or willingness to undergo the training program.
2. Current First Aid and CPR accreditation.
3. Current NSW Working with Children Check for paid employment.

Desirable Criteria

1. Swim Teacher of: Infant and Preschool Aquatics, Adults & Access and Inclusion Certificates.
2. Swim Australia Foundation Coach.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This document is a broad description of the accountabilities, duties and required capabilities relating to the engagement. It may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the above, and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: