



- Vision:** Aquinas College’s vision is to educate boys to become the men the world needs.
- Strategic Purpose:** Aquinas College’s purpose, in partnership with parents and guardians, is to provide a Catholic education for boys in the Edmund Rice Tradition.
- Our Values:** Faith in action | Character in life | Excellence every day
- EREA Touchstones:** Liberating education | Gospel spirituality | Inclusive community | Justice and solidarity

POSITION DESCRIPTION

Instructions
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. If you need anything clarified, ask the Head of Sport. 3. Keep a copy available for you to refer to at work. <p style="font-size: small; margin-top: 5px;">Please note: As the needs of the College evolve your Position Description may need to be revised. This would occur in collaboration between you and the Head of Sport.</p>

POSITION TITLE:	DIRECTOR OF SWIMMING	
REPORTS TO:	HEAD OF SPORT	
SCHOOL / DEPARTMENT:	SPORT	
MAIN PEOPLE INTERACTIONS:	INTERNAL Head of Sport Coaching Colleagues College Staff	EXTERNAL Providers/Suppliers Parents
POSITION PURPOSE:	The Director of Swimming is accountable to the Principal and is directly responsible to the Head of Sport. The focus of the role will be within the framework of the specific objectives of the Head of Sport, which will be within the framework of the Edmund Rice tradition and the overall vision of the Principal.	
EXPECTED BEHAVIOURS AND ATTITUDES:	<ol style="list-style-type: none"> 1. Actively support the Edmund Rice Charism, Edmund Rice Schooling and the Catholic ethos; 2. Actively support a child safety culture, with a zero tolerance for child abuse; 3. Adhere to the Aquinas College values at all times; 4. Adhere to the College’s Policy, Procedures and Codes; 5. Adhere to health and safety procedures and actively contributes to maintain a safe, healthy and tidy environment; and 6. Display: <ul style="list-style-type: none"> ○ a commitment to the Catholic ethos; ○ energy, enthusiasm and drive; ○ diplomacy and tact; ○ a commitment to confidentiality; ○ honesty and integrity; ○ an outstanding work ethic; ○ loyalty to the role, people and the College; ○ a positive and proactive attitude; and ○ respect for self and others. 	

KEY POSITION RESPONSIBILITIES:	TASK FOCUS AREAS TO BE DEMONSTRATED:
UPHOLD THE CATHOLIC ETHOS AND THE EDMUND RICE TRADITION	Active support of the Catholic ethos and values of the College; Active promotion of the College's evangelising mission through its life and curriculum; Embracing involvement in the life of the College; and Fostering the EREA touchstones (Charter).
ACTIVELY SUPPORT PASTORAL CARE	Work in accordance with the College's Pastoral Care programs; Proactively communicate with parents/guardians in a timely manner; and Maintain the confidentiality of delicate or sensitive information at all times.
ACTIVELY SUPPORT COLLEGE OPERATIONS	Comply with all relevant legislative, regulatory obligations, College policies and procedures; Complete administrative and operational activities in alignment with College requirements; and A willingness to undertake tasks as requested by the Principal or their delegate.
SWIMMING RESPONSIBILITIES	Responsible for the organisation of all levels of swimming at Aquinas College with the target to developing the College's swimming program based on the strategic directions set, which will include: Ensure that training plans are in place for all squads; Attend meets, training sessions and competitions; In conjunction with the College Coaching staff, select teams for competition; Set training schedules, squads and meets in consultation with College coaching staff; Assign necessary staff for all scheduled meets, training sessions and competitions; and Upon approval of the College, has the responsibility to implement and run any other programs as needed.
MAINTAIN EFFECTIVE RELATIONSHIPS	Develop and maintain effective professional relationships with internal and external stakeholders; including external providers, regulatory bodies and other schools and colleges; Foster trusting and supportive relationships with parents/guardians; and Represent the College at external events and competitions.

CRITERIA:	
QUALIFICATIONS:	Swimming and Water Safety Teacher accreditation; Aquatic Technical Operations qualification (desirable) Working with Children Check clearance; Satisfactory National Police History Check; Senior First Aid; Have or be prepared to undertake Mandatory Reporting training; and Maintain the currency of specialist expertise through a commitment to ongoing professional development.
KNOWLEDGE AND EXPERIENCE:	Previous experience in a similar role, ideally gained with a school environment; Extensive knowledge of current swimming and pool management practices and applicable regulations; Prior experience working to tight deadlines and attending to multiple tasks simultaneously; and Experience handling sensitive information and a commitment to confidentiality.
SKILLS AND ABILITIES:	Strong interpersonal and influencing skills, enabling harmonious and positive relationships with colleagues, students and parents; Strong written and verbal communications skills; Strong time management and organisational skills with the ability to prioritise tasks; Demonstrated ability to work autonomously and as part of a team; and Strong problem solving and critical thinking abilities with sound attention to details skills.

ACKNOWLEDGEMENT

I _____ have read and understand the expectations detailed in this position description and accept the responsibilities of this role. I will use all my knowledge, experience, skills and abilities to meet requirements, as set out in this Position Description.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

PRINCIPAL
(OR DELEGATE) NAME: _____

PRINCIPAL (OR
DELEGATE) SIGNATURE: _____

DATE: _____