Australian International School

Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Swim Hub Instructor	Reference: Nov 2025
Function/Department	Swimming	Location: AIS, BCS, SAIS
Manager Name & Title	Aquatics Director	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

To provide the Swim Hub Program with a dynamic instructor who is eager to work in a fast paced and inclusive team of Learn-to-Swim Instructors. Our swim instructors provide ELV Students (3 months to Prep school) from Australian International School, Brighton College, and Stamford American International School with opportunities to acquire skills, improving their water awareness, survival, buoyancy, and mobility skills. The Swim Hub Instructor will work closely with the Aquatics Director in managing and delivering the Swimming Program.

Responsibilities

To provide high quality Swimming lessons to Swim Hub participants through LTS instruction.

- Set up and pack up:
  - Lane ropes
  - Teaching resources (mats, kickboards, toys, etc.)
- Organise and direct small group practice activities as directed by the Aquatics Director
- Evaluate, identify, analyse, and treat risks
- Identify needs and develop, plan, prepare, brief, supervise, conduct, conclude and evaluate sessions
- Apply legal and ethical teaching practices
- Perform basic water rescues
- Instruct water familiarisation, buoyancy, and mobility skills
- Instruct clients in water safety and survival skills
- Instruct strokes and drills
- Assesses swimmer's skills, track, and monitors student's progress during lessons, keeping the Aquatics Director informed
- Lifeguard / Supervise swimmers during lessons
- Maintains the equipment storeroom
- General Office Administration duties including:
  - Phone enquiries
  - Email enquiries
  - Attending meetings
- Manage the planning, preparation, and implementation of Curriculum / PE swim lessons for AIS, BCS, SAIS:
  - Rosters for LTS Instructors
  - Organisation of certificates
  - Planning of sessions
- Electronic maintenance of Attendance Records for all swimmers

- Support and attendance at School Swimming Carnivals as required by the Aquatics Director
- Test and log water quality daily
- Check and log oxygen equipment daily
- Ad-hoc duties as prescribed by the Aquatics Director

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

Essential:

- Good working knowledge of MS Outlook, MS Word, MS Excel, Google Drive
- Ability to communicate effectively via a variety of means – especially electronic – within a large organization

Desirable:

- Experience with data base applications

Qualifications

Essential:

- Swim Australia *Teacher* or equivalent accreditation
- First Aid qualification
- CPR certificate

Desirable:

- Swim Australia *Teacher of Babies and Toddlers* or equivalent accreditation
- Swim Australia *Teacher* or equivalent accreditation
- Swim Australia *Foundation Coach* or equivalent accreditation
- Swim Australia *Aquatic Supervisor*
- Singapore Life Saving Society Lifeguard 1,2,3
- Singapore Life Saving Society Bronze Medallion
- Lifeguard unit of competency from either:
    - Royal Life Saving Society Australia
    - Swim Coaches & Teachers Australia
    - Surf Life Saving Australia
    - International Life Saving Federation

Contacts

Aquatics Director, Head of Early Years AIS, Head of Early Years SAIS, Swim Hub Casual LTS Instructors, AIS School Teachers, BCS School Teachers, SAIS School Teachers, AIS Sports Department, BCS PE Teacher, SAIS PE Teachers, Teacher Assistants, Building Manager, Facilities Engineer, Maintenance Supervision, AIS Head of ELV, BCS Head, SAIS Head of ELV, AIS Deputy Head of ELV, BCS Deputy, SAIS Deputy of ELV, SAIS CCA Coordinator, Contractors

Working Conditions

Some Saturday morning work expected (approximately 2.25 hours, 35 weeks of the year)

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Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Working Hours.	:	40 hours per week (5 Days Curriculum, 5 Afternoon CCAs, 1 Weekend CCA shift). Shifts may include instructing, mentoring, lifeguarding / supervising, and administration.
Example Shifts	:	Curriculum Swimming: 8:15am-3:15pm (setup, 1-hour lunch break and H&S breaks) Afternoon CCA Swimming: 3:15-4:30pm Saturdays CCA Swimming: 8:15-10:30am Health and Safety Tasks: various times during the day Holidays Camps during term breaks as required by the Aquatics Director
Annual Leave	:	21 days. You are encouraged to apply for leave in windows when the 3-schools are on holidays (i.e., Last three weeks in December / first week in January, first three weeks in July, etc)
Medical Benefits	:	Group medical insurance
Hospitalization & Sick Leave	:	60 days hospitalisation leave including 14 days sick leave
Probation Period	:	3 months from date of commencement
Referee request	:	Required
Background Check	:	Required