



ST JOSEPH'S COLLEGE, HUNTERS HILL

POOL SUPERVISOR

1. ROLE PURPOSE:

The role of the Pool Supervisor is to deliver a safe and orderly facility for the use of a variety of members of the College community. Effective supervision, minimising risk and providing emergency care is paramount to this role.

2. ROLE RESPONSIBILITY

The Pool Supervisor is directly responsible to the Director of Sport and Co-Curricular, and ultimately the Headmaster.

3. ROLE ACCOUNTABILITY

3.1 College Community

- 3.1.1 Contribute to the building of positive relationships within the College community.
- 3.1.2 Collaborate and work effectively as a team member with other staff in general and those assigned to help with pool supervision.
- 3.1.3 Provide prompt and professional service.
- 3.1.4 Contribute to the provision of a welcoming atmosphere to those who use the College pool.
- 3.1.5 Assist in the development of collaborative partnerships and effective communication links within the College community.

3.2 General Duties

- 3.2.1 Supervise the College pool in a safe and effective manner in order to minimise the risk of personal injury or property damage.
- 3.2.2 Supervise students in pool during the afternoon hours 3:30 to 5:30pm (this may vary dependent on the needs of the College) Monday - Friday (Wednesday 2:30pm to 5:30pm) during Term 1, Term 4 and mid-Term 3 of the school year.
- 3.2.3 Ensure the pool and its surrounds are a safe and secure environment.
- 3.2.4 Ensure the number of students in the pool area at any one time is manageable to ensure safety.
- 3.2.5 Complete a 'daily report' and forward to the Director of Sport and Co-Curricular. This report will address any maintenance issues and make note of any behavioural and discipline problems.
- 3.2.6 Perform minor maintenance duties such as removal of obvious hazards.
- 3.2.7 Maintain an accurate log book to record usage, behavioural and maintenance issues.
- 3.2.8 Ensure pool and surrounding areas are clean before and after usage.

- 3.2.9 Advise the General Duties Officer of any cleaning, maintenance or repair requirements.
- 3.2.10 Ensure students are aware of rules and responsibilities while using pool facilities.
- 3.2.11 Maintain order and discipline within the pool area.
- 3.2.12 Make note of behavioural and discipline problems and report to the General Duties Officer or the Director of Sport and Co-Curricular.
- 3.2.13 Insist on no running within the pool area.
- 3.2.14 Perform first aid duties as required.
- 3.2.15 Work collaboratively with other pool supervisors (teachers, GAP students and others).
- 3.2.16 The pool supervisor will wear a high visibility shirt or vest and must carry a whistle at all times for use as required.
- 3.2.17 Other relevant duties as directed by the Director of Sport and Co-Curricular.

3.3 Skills and Qualifications

The Pool Supervisor is required to have as a minimum:

- Current Bronze Medallion Certification.
- Current First Aid Certification.

Child Protection Policy and Child Protection Code of Conduct

St Joseph's College (the College) has a Child Protection Policy as an overarching statement that provides key elements of the College's approach to the protection of children and young people from abuse. This policy is designed as the College's public statement of commitment to the protection of children from abuse and grooming, and a demonstration of the College's commitment to ensure child safety in all College environments.

A Child Protection Code of Conduct lists all acceptable and unacceptable behaviours. It provides a high-level statement of professional boundaries, ethical behavior, acceptable and unacceptable relationships.

College environments include both physical and online environments, as well as those outside its premises and grounds when College-related activities are occurring.

Both the Child Protection Policy and Code of Conduct are available of the College website. You must familiarise and comply with both the Policy and Code of Conduct. If you do not comply, the College may take disciplinary action, up to and including termination of your employment or engagement.

(Updated October 2018)