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Position Title:	Administrator – Experiential Education
Dated:	March 2023
Manager:	Director of Cocurriculum
Approved by:	Director of Human Resources

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### Position Purpose

The Experiential Education Administrator is the first point of contact for queries and enquiries relating to the Experiential Education, CUE Programme and the Big Experience.

### Position Status

This position is a full-time term time role, as outlined in the contract of employment.

### Reporting Relationships

The position reports to the Director of Cocurriculum in consultation with the CUE Coordinator. The person works closely with the Director of Finance, Heads of Year, mentors and teachers, administrative staff and Heads of Learning.

### Duties and Essential Job Functions

#### CUE – Programme

Year 9 students are involved in an experiential learning program, CUE, that involves a series of on and off campus activities. Students' progress through the three CUE domains of the program – Community Service, Urban Exploration and Environmental Sustainability. They have a 'CUE Excursion' on average once a fortnight over a period of approximately eight weeks.

In consultation with the CUE Coordinator complete all administrative tasks that ensures all staff and students are well informed and prepared. This includes, but is not limited to the following:

- In conjunction with the CUE Coordinator, CUE Domain Leaders and staff, distribute dates for each rotation and key dates for the year
- Ensuring all booking of venues and transport, buses, taxis, MYKI (top up), has been completed
- Organise correspondence, Medical Forms, ID badges for Community Organisations, staff and students. Send Community Organisations feedback forms and forward to the relevant mentor
- Assist staff, students, and parents with queries regarding rotations/placements/STL Link information
- Assist with CUE cycle review meetings
- Liaise with VISY and staff to organise the ordering of recycling bins
- Liaise with domain leaders to formulate key details and information for each domain and distribute to parents. This includes liaising with domain leaders to help formulate excursion forms.

## CUE – Big Experience (BE)

Each year the students take part in one of the two week 'Big Experiences' as part of their CUE Program.

In consultation with the CUE Coordinator complete all administrative tasks that ensures all staff, students and parents involved with the BE are well informed and prepared. This includes, but is not limited to the following:

- Update and distribute - brochures, forms, and letters as appropriate and upload to STL Link
- Liaise with travel providers to ensure contracts and information are prepared in a timely manner
- Prepare and distribute documentation (covering letter, preference form) for Information Nights
- Distribute and collate BE preference forms, both for trip and peer preferences – date stamp and organise BE group upload in synergetic
- Publish groups and email to families and staff trip participants the resulting documentation – confirmation letters with balance owing, departure dates, passport requirements, consent forms
- Follow up re deadlines for submission of documents from students and staff
- Organise Walkathon documentation, individual group emails, sponsor forms, community project information
- Identify and organise meetings regarding BE medical issues and risk assessments
- Liaise with year 9 teachers re BE student meetings/trip staff meetings – book venues
- Coordinate distribution of BE Journey Documentation
- Liaise with the health centre to develop and publish medical booklets for each travel group
- BE Trip final preparation with CUE Coordinator
  - Final Risk Registers – to be uploaded to STL Teaching
  - Organise first aid meetings with staff in each trip group and the College nurse (collate and distribute emergency medical information)
  - Liaise with Travel companies and bus company re timely transport to airport
  - Organise equipment for individual groups re community projects
  - Prepare ID cards for all trip staff and students
  - Send hard copy and email trip packs, including bus and flight itineraries, to every trip staff/Head of Middle School/CUE Coordinator/Reception
  - Ensure school emergency phone directed to relevant Executive Member
  - Ensure Trip Leaders collect their relevant trip package including
    - cash/credit cards and all passports from Finance
    - trip details
    - staff contact details
    - emergency numbers of school contact
    - insurance company details
- Be in attendance at the departure and return of each BE group

- Ensure parents and College staff have details of BE Blog
- Coordinate collection of Journey Docs, medical equipment, invoices after the trip
- After the end of the BE ensure trip files are recorded efficiently and are archived
- Record and utilise information from BE organisation and trips where situations could be handled in a more effective manner
- Attend CUE and BE meetings where possible and determine that all information and documents for these meetings are prepared in a timely manner

### Experiential Education

- Provide administrative support to Heads of Learning and other curriculum and cocurriculum programmes being led in this space
- Complete documentation to support the integration of experiential learning activities, camps and programmes that are introduced and implemented
- Review and integrate documentation that supplements all experiential education programmes including CUE, Big Experience and other Experiential Education programmes
- Take a proactive approach to fine tuning documentation and processes to ensure the end-user experience is succinct and synergized.

Any other tasks as deemed appropriate

### Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

### Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

### **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.