



**St Leonard's College**

An education for life.

# General Staff

## Position Description

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Position Title:	Outdoor Education Leader
Prepared:	May 2021
Reports To:	Head of Outdoor Education
Prepared by:	Head of Human Resources

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### Position Purpose

The Outdoor Education Leader works with a team of outdoor education (OED) casual leaders and College teaching staff to assist the Head of Outdoor Education in the development and implementation of the OED programme.

The overarching responsibilities of the Outdoor Education Leader are to:

- provide dynamic experiences within the OED program.
- promote OED within the College and the wider community.
- foster a positive and successful environment for student and staff excellence.

### Position Status

This is a permanent full-time position, including four weeks' annual leave to be taken at a mutually agreed time, preferably during College term breaks as discussed with the Head of Outdoor Education and Deputy Principal.

### Reporting Relationships

The position of Outdoor Education Leader reports directly to the Head of Outdoor Education.

### Working Relationships

The position of Outdoor Education Leader supports a variety of relationships with other members of the College and works alongside other teaching staff to develop and facilitate the various OED programs across year levels.

### Qualifications and Skills

- Qualifications and experience relevant to OED programs and activities (e.g. Degree or Diploma in Outdoor Education)
- Experience and/or qualifications in Bushwalking (**essential**).
- Qualifications and/or experience in any, or all, of the following disciplines: white-water rafting, canoeing, mountain-biking, sailing (**an advantage**).
- Must have or be prepared to obtain a mini-bus license and boat license.
- Bronze Medallion (Community Surf Life Saving)
- First Aid specialist qualifications e.g. Wilderness First Aid.

- Current CPR.
- Current Working with Children Check
- Current Anaphylaxis certification.

## Duties & Essential Job Functions

The Outdoor Education Leader will cover:

### 1. Staff Management

- Preparation, planning and delivery of OED programs.
- Assist in the mentoring and training of casual OED staff.
- Assist teaching staff in their preparation and involvement in OED programs.
- Attend professional development to ensure own development to gain an understanding of current and future trends in OED.
- In consultation with the College nurses, assist with the processes that ensure all medical information is up to date and that any potential concerns are addressed with all staff attending the camp and the students' mentors.
- Reinforcing minimum environmental impact practices.

### 2. Procedures and Documentation

- Adherence to the St Leonard's College Outdoor Education Standard Operating Procedures.
- Ensure appropriate risk assessment reports are prepared in consultation with the Head of Outdoor Education, Head of School and Deputy Principal in all areas of outdoor education.
- Ensure that documentation, which reflects developments in the OED program, is prepared, implemented and evaluated in a systematic manner.
- Assist to develop, implement and review policy statements covering short- and long-term objectives for the OED program.
- Monitor and maintain resources and equipment required for the College OED program.
- Attend as required, any network meetings/conferences/professional development opportunities.
- Attend, as required, any OED information nights.
- Assist with the development of purposeful and evidence-based strategies to improve the OED program and contribute to the implementation of College OED initiatives/programs.
- Assist in preparation and implementation of the program's goals; ensuring that they are congruent with the College goals.
- Be able to identify potential risks in relation to Occupational Health and Safety and report accordingly.

### 3. Communication

- Ensure that OED policies and procedures are effectively communicated to staff, students and parents/guardians.
- Monitor student progress in/throughout the programs and communicate where appropriate any successes or any concerns.
- Liaise with individuals and bodies, as appropriate, outside of the College.
- Assist in the promotion of OED at the annual Community Day Fair, usually held in March.

#### 4. Other

- For every single overnight spent with duty of care over students, a ¼ day time in lieu is accrued. Time in Lieu is to be taken in consultation with and through approval from the Head of OED, and Deputy Principal; ensuring that all programs across the college continue to run effectively. A calendar highlighting time in lieu is to be drafted; although some flexibility will be taken into consideration due to the ever-changing demands on time throughout the year. This is to be completed and submitted, in consultation, with and to the Head of Outdoor Education and the Deputy Principal.
- A copy of the whole year OED calendar (preferably a live version – OUTLOOK CALENDAR preferred if possible) to be provided to and linked online to the Head of Outdoor Education and the Daily Organiser.
- On non-Outdoor Education days, OED staff may be assigned by the Deputy Principal to tasks/activities that may include:
  - CUE days out of school.
  - CUE environmental excursions.
  - Assistance on major college events e.g. House events.
  - Provision of support/assistance on excursions for other faculties.
  - Deliver activities and/or provide active support on e.g. indigenous education, environmental studies, mapping, orienteering.
  - Any other as determined by the Deputy Principal.
- Be self-motivated and able to work without supervision.
- Be available to work flexible hours including nights, weekends and holidays.
- Attend all college conferences when not on trips.
- Any other tasks as deemed appropriate to the role.

#### 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.

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

- The College:
  - is an equal opportunity employer.
  - complies with the requirements of the Privacy Act.
  - has a strong commitment to OH&S.
  - 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.

## Child Safe Responsibilities

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

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are 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.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.