

HEAD OF OUTDOOR EDUCATION

JOB DESCRIPTION

Reports to: Director of Co-curricular

Department: Outdoor Education

POSITION SUMMARY

The Head of Outdoor Education is responsible for the management of the Outdoor Education programme across the three sub schools at the College. This includes programme management, facilitation, and administration in addition to the leadership of the team and management of the purpose-built Moray Outdoor Education property and facility in Dwellingup.

ESSENTIAL CRITERIA

i) **Education & Training**

- Bachelor's Degree or higher relevant tertiary qualification with a Diploma of Education or Bachelor of Education
- Registration with the Teacher Registration Board of Western Australia
- Current Wilderness First Aid Certificate (or ability to complete prior to commencement)

ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

- MR Vehicle Driving Licence with a PTD authorisation or greater
- Ability to deliver engaging programmes that stimulate and educate students
- Competent technology and database skills

Managerial and Human Relations

- Ability to work as part of a team
- Ability to demonstrate strong leadership and build a cohesive team
- Ability to communicate information effectively
- Ability to build trusting relationships with boys, parents, peers, staff and external key stakeholders
- Excellent manner in dealing with staff, students, parents and general public

iii) **Additional Requirements & Values**

- Flexibility of working hours
- Ability to work under pressure and to meet deadlines
- Punctual and flexible, with good time management skills
- Strong attention to detail and work ethic
- Ability to prioritise tasks
- Ability to maintain confidentiality

- Ability to show initiative and to be proactive
- Ability to represent the school at a professional level
- Working with Children Clearance
- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

DESIRABLE CRITERIA

- Australian Canoeing Awards - Canoe/Kayak or Equivalent
- Swiftwater Rescue Technician Level 1, Bronze Medallion and Surf Lifesaving Bronze Medallion
- Recognised qualification for Abseiling on Artificial and Natural Surfaces
- Recognised qualification for Bushwalking in Difficult and Trackless areas

CORE RESPONSIBILITIES AND TASKS

OUTDOOR EDUCATION PROGRAMME MANAGEMENT

- Facilitate all Outdoor Education programmes across Pre-Kindergarten to Year 12 at the College
- Oversight of Outdoor Education curriculum links into programmes
- Identify opportunities for growth within the Outdoor Education space for potential expansion – extra programmes, adjustment of programmes etc.
- Schedule and facilitate engaging classroom lessons in alignment with outdoor education programmes
- Contributes to programme delivery, undertaking 100 field days per year
- Oversight of risk management of staff and students

OUTDOOR EDUCATION PROGRAMME ADMINISTRATION

- Responsible for the Outdoor Education department budget
- Ensure invoices are processed appropriately
- Collaborate with administrative support regarding student and parent communication
- Manage credit card authorisations

MORAY MANAGEMENT

- Responsible for the maintenance, operations, and compliance of the 100-acre Outdoor Education property Moray, located in Dwellingup Western Australia
- Manage internal and external bookings and ensure hire fee and cleaning fees are processed appropriately
- Organise and ensure the property and equipment is maintained to the highest relevant Australian and/or State safety standards, including high rope course, fire safety etc.

MANAGEMENT AND LEADERSHIP

- Lead and manage the Outdoor Education team of permanent and casual staff
- Facilitate whole school PD days as required
- Ensure all casual staff and contractors are engaged in line with Scotch compliance and policy requirements
- Support the training and development of the outdoor education team

DUKE OF EDINBURGH

- Management of the Duke of Edinburgh Award Scheme at the College and affiliated Junior School and Middle School programmes
- Oversight of the administration regarding student tracking and attainment of Bronze, Silver and Gold awards
- Communicate with student and parents regarding award structures and requirements

ROUND SQUARE

- Support the Director of Co-Curricular with Round Square related initiatives and activities

GENERAL TEACHING

- Ensure the needs of all students are met in the delivery of Outdoor Education programmes
- Foster a positive and safe learning environment for all students
- Maintain good communication with parents
- Collaborate with sub school Heads and other leadership positions in the College
- Monitor and report student issues related to behaviour to relevant College staff
- Have an awareness and support student wellbeing and pastoral care needs
- Behave in a way that is in sympathy with Scotch College, which is an active member of the Uniting Church in Australia
- Keep up to date with best practice within Outdoor Education
- Maintain adequate technology competencies
- Attend appropriate seminars and courses
- Participate in subject or professional development
- Maintain relationships with relevant professional associations (e.g. Curriculum Council, AISWA)
- Participate in and contribute to Scotch College professional development programs

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Created 22 December 2021