



POSITION DESCRIPTION

POSITION:	Outdoor Education Instructor / Teacher
DEPARTMENT:	Timbertop
REPORTS TO:	Director of Outdoor Education
DIRECT REPORTS:	Nil
EMPLOYMENT STATUS:	Full time
APPROVAL:	April 2025

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

- To ensure that all students and staff are safe, regardless of their role, whilst involved in all outdoor related activities
- To assist in the planning and operation of all outdoor activities that takes place through the Timbertop Outdoor Education Department
- To assist in providing an appropriate level of outdoor experiences to all students who participate in Timbertop's Outdoor Education Programme

KEY RESPONSIBILITIES

The key responsibilities of the Outdoor Education Instructor include;

- In consultation with the Director of Outdoor Education, plan and implement outdoor-related activities
- Communicate with the Director of Outdoor Education about any problems or issues as they arise and provide reports where required
- Ensure a sound knowledge of the Timbertop Communication network
- Assist in planning for the safety and welfare of all students and staff whilst involved in all outdoor activities – overnight, day trips or multiple day trips. (All students and 40 staff are in outdoors on the one programme on occasions during the year)
- Coordination of all logistics associated with the programming, planning and running of outdoor activities
- Teach Outdoor Education classes
- Perform any other tasks as directed by the Director of Outdoor Education

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

- Teaching and other support staff (including other Instructors and Assistants)
- Students
- Medical and nursing staff
- Administrative staff

External liaisons

- Mt. Stirling Ski Patrol
- Specific equipment suppliers and repairers used by the Department
- With other interest groups and contacts where relevant and appropriate

KEY SELECTION CRITERIA:

The key selection criteria for the Outdoor Education Instructor include;

- Sound organisational and strategic planning skills related to the preparation and safe undertaking of outdoor education programmes, including responsibility for running hikes and leading groups and supervising students
- Previous experience in leading groups, including overnight bushwalks
- A flexible leadership style and the ability to make sound decisions, particularly those related to risk management and safety when in the outdoors
- An ability to think laterally when confronted with problems and issues should they arise
- Well-developed interpersonal skills, both written and verbal
- An ability to relate to and establish a sound rapport with adolescents
- An ability to act as an ambassador for the school when dealing with the local community
- Sound level of computer literacy

QUALIFICATIONS AND EXPERIENCE:

- A degree or recognised equivalent qualification in the field of Outdoor Education/Instruction
- Current Leaders Wilderness First Aid Certificate or equivalent (including current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2015). Information regarding First Aid and Anaphylaxis Management Accreditation requirements, training courses and compulsory briefings scheduled by the School are provided by the Head of Campus
- Current Victorian driver's license
- Extensive experience in the specific fields of bushwalking, ideally in the North-East Alpine Region
- A high level of physical fitness and a medical report from a qualified Medical Practitioner indicating the capacity to fulfil the demands of the Outdoor Programme

Desirable

- Experience in driving a four-wheel-drive vehicle in remote off-road conditions and/or having attended a four-wheel-driving course (training may be provided)
- A sound working knowledge of and familiarity with the Victorian Alps and the North-East Alpine Region and the Timbertop BWE (Back Country Winter Expedition) programme
- A teaching or educational qualification with registration or the ability to obtain registration with the Victorian Institute of Teaching (VIT)
- A license to drive a bus

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.

The School's Student Safeguarding Framework, which includes the Student Safeguarding Strategy, Student Safeguarding Policy and Student Safeguarding Code of Conduct, is available on the [GGS website](#), under 'Student Safeguarding'. The School's expectation is that all staff members (and School Community members) comply with the Student Safeguarding Framework policies and procedures and the [Child Safe Standards](#), as applicable to their role. Any queries in respect of this Framework or the School's expectations should be directed to safeguarding@ggs.vic.edu.au.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.

OTHER REQUIREMENTS AND OUT OF HOURS EXPECTATIONS

- Current driver licence is essential to the role
- Anaphylaxis [Essential]
- First Aid [Essential]
- CPR [Essential]
- [Add occupation specific qualifications, eg Nursing or Lifeguarding] [Essential or Desirable]
- [Consider / update / add] The incumbent will likely to be required to work public holidays which fall during Term time, where the School is operational.
- [Consider / update / add] Travel is a requirement of this role. Travelling between campuses, travelling overseas for events / frequency etc

Additional information regarding the Outdoor Programme:

The following general information is designed to assist applicants for this position. It is by no means an exhaustive job description and is not intended to cover all tasks undertaken by all staff at Timbertop or to define working conditions.

The Outdoors Programme at Timbertop

Timbertop has an extensive outdoors programme and there is no doubt that the outdoors education component is very important to the school. It offers the opportunity to learn about the outdoors through extensive hiking, skiing, canoeing and camping, all of which can be done directly from the campus. The experiences in the outdoors programme are fundamental to the philosophy of Timbertop as they present new challenges to young people that will help them to discover their potential, gain independence and mature. The Timbertop year is one of tremendous growth for students and the outdoors plays an important part in this.

The programme is structured to represent a journey, within each term and throughout the year. In total, the students are out camping for between 60 and 65 nights during their year with us and are involved in a range of activities, including hiking, skiing, canoeing/rafting and service activities. Of these the most important activity in terms of time and in the minds of the students is hiking.

During Term 2 the longest hike is a four day Unit Hike, selected by the students. Three or Four Units are in the high country at a time in different locations. Each member of the Outdoors Department would lead 4-5 of these hikes. The isolation effect is greater on this hike than those of Term 1, as the Unit is away alone while the rest of the school is in classes.

In Term 3 each Unit has an overnight ski tour on Mt Stirling travelling with full packs and staying at the GGS Hut. These are undertaken in turn, so that there are 16 Unit ski tours in total. Also the BWE (Back Country Winter Expeditions) to the Mt Bogong area occurs in 4 blocks of time after Exeat.

In Term 4 each Unit undertakes a 6 day hike planned by students. Each member of the Outdoors Department would lead one of these hikes.

Other Responsibilities

- Each day there are two academic staff rostered as Teachers on Duty (TODs) who are responsible for the running of assemblies, meals, etc. Outdoors staff are included in this roster.
- Each Unit has academic, assistant and outdoor staff rostered to it as pastoral care Tutors.

Working Conditions

Timbertop is a full boarding campus, with a teaching week of five days and weekend activities, principally hiking. All staff are involved with students throughout the week.

Accommodation and meals are provided to Outdoor Education Instructors/Assistants whilst working on campus.

Geelong Grammar School Purpose Document

