



Position Title	Horse Riding Assistant – Ironbark
Department	Ironbark
Reports to	Director of Ironbark & Horse Riding Instructor
Direct Reports	Students, Parents, Ironbark and wider St Peters Team Member
Overview	The Horse Riding Assistant works closely within the Horse Riding Instructor to deliver the horse riding program. Duties for this role mostly include • assist student groups in horse riding as required by the Ironbark program providing appropriate duty of care, supervision and learning experiences • assist the compliance with relevant safety policies and procedures for the horse riding program • assist in developing lesson plans • assist with the maintenance of the horse yards, tack, equipment and riding trails including updating the Ironbark Asset Register • assist the care and wellbeing of the horses including administration of treatments and coordinating feed
Key Accountabilities	Key focus area: Student Program Delivery Responsibilities • Provide a high level of pastoral care for students living away from home in a residential setting focussing on student wellbeing • Assist the student Residential, Outdoor Adventure, Catering, Work and Cronins Pioneering activities under the guidance of lead staff. • Lead/ assist student groups in the morning and afternoon jobs program providing appropriate duty of care, supervision and learning experiences • assist with the weekend activities and supervision of students including dorm supervision and possible back up on call night supervision • Contribute to the spiritual life of students • follow relevant safety policies and procedures • provide feedback and mentoring to students regarding their experience Key focus area: General Responsibilities Responsibilities • Provide logistical support to other aspects of the program (where appropriate) eg. Hike Support • Perform farm chores outside of student program • Assist the Duke of Edinburgh journeys outside of student programs (where appropriate) • Assist with the general maintenance of the Ironbark equipment, facilities and property



	Key focus area: All employees are responsible for contributing to the College's strategic and operational outcomes and upholding standards of behaviour Responsibilities • Respect and uphold our Mission of "Excellence in Christian Co-Education" and our Christian Ethos • Demonstrates respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required • Demonstrates four professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication • Uphold Code of Conduct and Valuing Safe Communities standards • Understand and uphold standards in policies and other reasonable directions as directed • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement • Actively and effectively participates in reasonable directions provided
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 - Skills and Qualifications ○ Desire to work with teenagers and some knowledge of the issues surrounding adolescence and its impact on personal development ○ Experience working with young people either in an education, youth group or volunteer capacity ○ An attitude that demonstrates a willingness to manage groups of students safely and provide experiential learning opportunities in an outdoor education setting ○ Extensive riding experience ○ Experience instructing beginners to ride desirable but not necessary ○ Residential, farming, catering or outdoor adventure knowledge and/or experience (desirable). SC2 - Computer Skills ○ Ability to use MS Office products (Word, Excel, Teams, Outlook) or other similar database packages. SC3 - Communication Skills ○ Demonstrated oral, written and listening communication skills ○ Demonstrated ability to work independently and as part of a team ○ Willingness and capability to develop harmonious professional relationships within a residential team working environment ○ Ability to deal with sensitive issues and information in a confidential manner SC4 - Physical ability



	○ Possession of a reasonable level of physical fitness to perform the duties of the role including manual tasks e.g. feeding, saddling and riding horses, farm chores, gardening, manual handling tasks, assisting outdoor programs and catering duties SC5 – Other ○ Skills or hobbies that may contribute to further enhance the Ironbark community e.g. musical ability, environmental knowledge, chainsaw operator, four-wheel driving, photography, etc
Hours of Duty	<i>Working arrangement: Permanent Part-time</i> • 76 hours per fortnight plus other benefits as per the Enterprise Agreement. • 4 Weeks annual leave plus 3 weeks' time off in lieu (TOIL) for public holidays and additional hours worked • Flexibility to work weekends, some public holidays, long days and during school holidays.
Terms and Conditions	Classification – Outdoor Education Level 2 or 3 depending on qualifications Salary – Level 2 \$68 249 – \$72 754 (full time) Level 3 \$74 061 – \$77 936 (full time) Tenure – 12 Month Contract, Full-time Terms and Conditions – Please refer to the Queensland Lutheran Schools Single Enterprise Agreement 2024.
Location	Ironbark 318 Back Creek Road CROWS NEST QLD 4355
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.



Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au