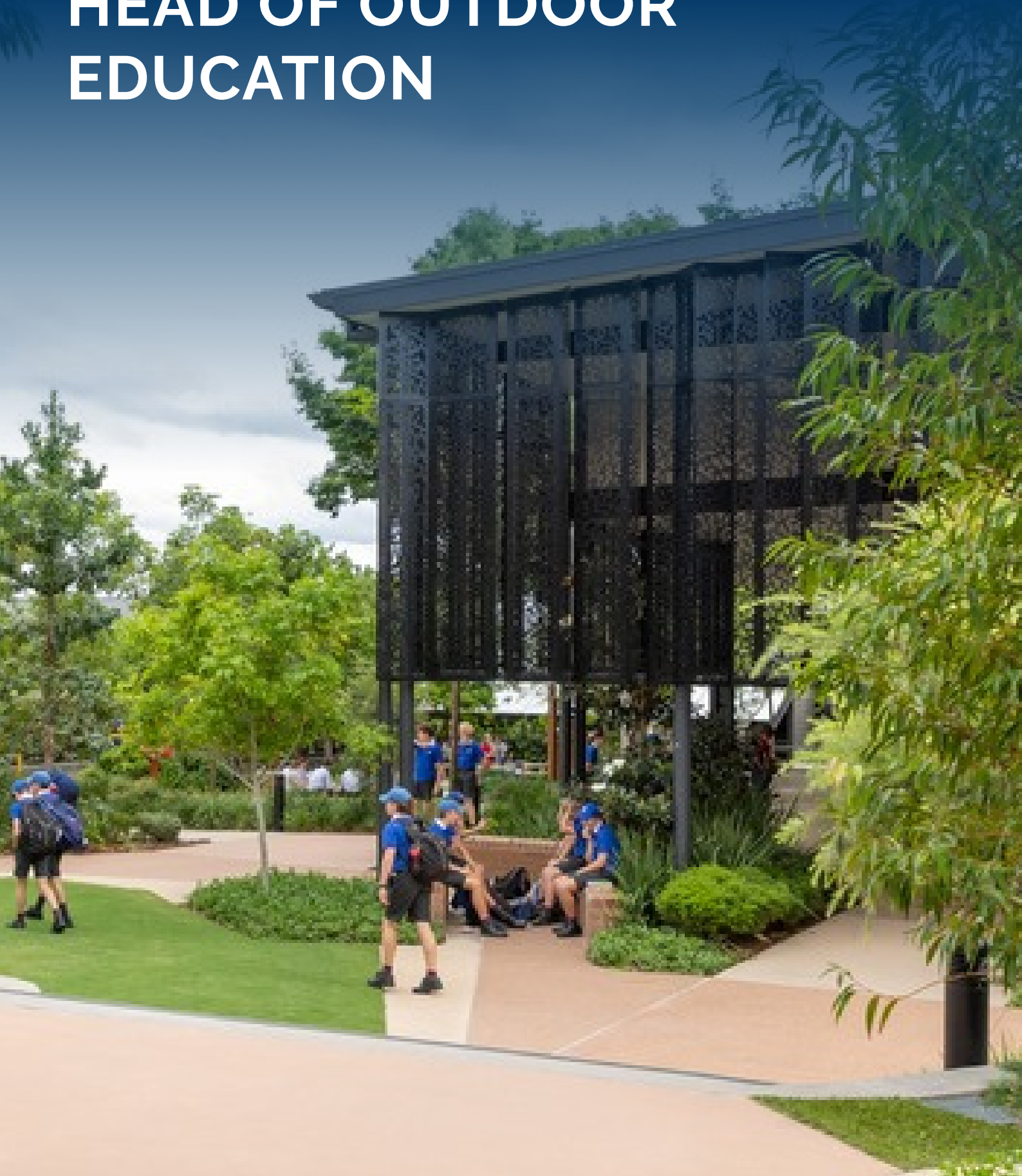




# HEAD OF OUTDOOR EDUCATION





## FROM THE PRINCIPAL

It is my privilege to invite you to learn more about Hillbrook, an independent Anglican secondary school with a difference.

Nestled in the leafy suburb of Enoggera, our beautiful campus and contemporary facilities allow us to deliver a balanced education for our students.

Our passionate network of teaching and support staff truly believe in the ethos of Hillbrook, and work hard to equip students with both academic and practical skills to prepare them for life beyond graduation.

I look forward to welcoming you to the Hillbrook community.



## WHY WORK AT HILLBROOK?

Our staff enjoy:

- Competitive superannuation contributions
- Long Service Leave after 7 years of service
- 12 weeks paid parental leave
- Salary packaging options
- Onsite Early Learning Centre
- Access to Professional Learning and catered Professional Development days
- Wellbeing initiatives including staff morning teas, end of term lunches and coffee club
- Health services including access to free external counselling services for staff members and their family, and complimentary flu vaccinations
- Free on-site parking and public transport nearby

# OUR SCHOOL

Hillbrook is a co-educational school of approximately 930 students from Years 7-12, established in 1987. The School is growing over the next two years with up to 1,008 students by 2028. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, Deputy Principal, Dean of Student Wellbeing, Dean of Teaching & Learning, and the Business Manager.



## OUR STUDENTS

Hillbrook students aspire to be:

### **Insightful**

Understanding and interpreting knowledge including what it means to be human.

### **Inquisitive**

Compassionate, ethical, creative and curious thinkers who seek the truth.

### **Inspiring**

Leading a productive, fulfilling and well-balanced life through varied experiences.

### **Inclusive**

Every voice heard, every person valued, every spirituality appreciated, everyone belongs.

### **Influential**

Environmentally, culturally and globally active – contributing to a better world.



# POSITION DETAILS

|                           |                                                                                                                                                                  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>     | Head of Outdoor Education                                                                                                                                        |
| <b>Department/s</b>       | Outdoor Education                                                                                                                                                |
| <b>Reporting to</b>       | Dean of Core Programs                                                                                                                                            |
| <b>Direct Reports</b>     | Outdoor Education Teachers and Instructors; Administration Officer (Outdoor Education); Teacher Aide (Catering and Camp Support)                                 |
| <b>Key Liaisons</b>       | School Leadership Team, Dean of Student Wellbeing, Year Level Coordinators, Workplace Health and Safety Committee, external activity providers and land managers |
| <b>Employment Type</b>    | Full-time, Permanent                                                                                                                                             |
| <b>Pay Classification</b> | Queensland Anglican SchoolsEnterprise Agreement 2024 – Teacher classification, Level 6 promotional position allowance Enterprise Agreement 2024 – Teacher        |
| <b>Last Review Date</b>   | September 2026                                                                                                                                                   |

## POSITION PURPOSE

The Head of Outdoor Education leads the strategic planning, development and delivery of Hillbrook's Outdoor Education program from Year 7 to Year 12.

The program is compulsory and mobile in nature, delivered across public and private land in South East Queensland, and it sits at the centre of the school's commitment to learning outdoors, where students build resilience, empathy and leadership. The role holds program quality, student development and safety in equal measure.

Reporting to the Dean of Core Programs and working closely with the School Leadership Team, the Head integrates outdoor learning across year levels, coordinates camps and activity days, and leads a team of teachers, instructors and support staff. Success looks like a well-sequenced programme that grows year on year, a team that is well trained and well supported, risk management practice that stands up to scrutiny, and safe, memorable experiences for every student.



# POSITION RESPONSIBILITIES

## **Leadership and program development**

- Develop and deliver a vision-aligned Outdoor Education programme from Year 7 to Year 12
- Lead a team of teachers, instructors and external providers in delivering the program
- Design experiences that build resilience, leadership, environmental stewardship and personal growth
- Integrate outdoor learning with the curriculum alongside Department and Year Level Coordinators
- Evaluate and improve the program through review, feedback and responsive planning

## **Operations and risk management**

- Coordinate all aspects of camps and activity days, including transport, staffing, catering and equipment, with the Administration Officer and Teacher Aide (Catering and Camp Support)
- Maintain current risk assessments and ensure compliance with safety standards and school policies
- Manage emergency procedures and train staff in risk mitigation and response
- Oversee budgeting, resource procurement and the maintenance of outdoor education equipment
- Ensure activities on public and private land meet permit, access and environmental obligations

## **Staffing and supervision**

- Recruit, induct and supervise casual and contract outdoor education staff, working with the HR team
- Provide professional development and ensure staff are trained in outdoor safety and first aid
- Roster camps and activity days, allowing adequate time-off-in-lieu and administration days in line with school policies
- Supervise and appraise Outdoor Education teachers, instructors and administration staff
- Model and uphold child-safe practice across all programmes and staff

## **Student wellbeing, community and teaching**

- Ensure all programs are inclusive, student-centred and age-appropriate, promoting teamwork and environmental respect
- Support students during outdoor experiences and liaise with the Dean of Student Wellbeing, Year Coordinators and Counselling staff as required
- Build partnerships with parents and provide resources that grow understanding of outdoor education at Hillbrook
- Fulfil teaching responsibilities including planning, preparation, marking, reporting and communication with students and parents
- Contribute to school communications and engage in the wider life of the school

# CONDITIONS, ENTITLEMENTS AND BENEFITS

- Employer superannuation contribution of 12.75% - above the required Superannuation Guarantee, paid in addition to salary.
- Access to Professional Learning opportunities and catered Professional Development days throughout the year.
- Wellbeing initiatives including staff morning teas, end-of-term lunches, coffee club, and staff social club.
- Located in the inner-north suburb of Enoggera, with free on-site and off-site parking and convenient public transport access.

# POSITION COMPETENCIES

## Qualifications and Certifications

- Teaching Qualifications, with registration or eligibility for registration with the Queensland College of Teachers
- Activity-specific qualifications across a range of outdoor pursuits, such as bushwalking, climbing and paddling
- Current first aid, and remote-area first aid where relevant to the activities led
- Anglican Church Register Check (required prior to commencement)

## Knowledge and Experience

- Recent Outdoor Education experience with strong knowledge of early adolescent development and wellbeing
- Proven experience leading an outdoor or experiential education program, including staff management and program design
- Sound understanding of risk management, emergency planning and safety compliance in remote and mobile settings
- Proficiency in Microsoft Office Suite, particularly Word and Excel
- Experience with TASS or similar school management systems is desirable

## Competencies and Skills

- Strong leadership and the ability to inspire and develop a team
- Sound judgement and decision-making under pressure, particularly in field and safety situations
- Demonstrated ability to manage competing priorities with initiative, autonomy, and attention to detail
- Excellent interpersonal and professional communication skills, written and verbal, to engage effectively with staff, students, parents and external stakeholders
- Ability to build cooperative and positive working relationships, functioning effectively both independently and as part of a team
- High standard of professionalism and integrity, including the ability to maintain confidentiality and exercise discretion

# APPLICATION PROCESS

The closing date for applications is **Friday, 9<sup>th</sup> October 2026**.

In your application, please include the following:

- A cover letter including personal details and why you are interested in the role.
- A resume highlighting experience relevant to the position.

All applications should be addressed to the Dean of Core Programs and submitted through our website -

<https://www.hillbrook.qld.edu.au/about/careers/>

The Principal reserves the right to fill the position by invitation or to re-advertise. Short-listed applicants will be contacted by the School in order to arrange an interview.



# COMMITMENT TO SAFETY, WELFARE AND WELLBEING OF STUDENTS

Hillbrook supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff, volunteers and contractors to share this commitment. Staff must:

- Be informed of their responsibilities in relation to child safety, including but not limited to, attending all mandatory Child Safe training and being familiar with relevant school policies.
- Follow all legislative requirements and school policies relating to child safety.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other).

## COMMITMENT TO WORKPLACE HEALTH AND SAFETY

To comply with Work Health and Safety Act 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately. Eliminate or isolate the hazard if it is safe to do.
- Report any accidents involving students, staff or visitors.
- Cooperate in any emergency drills and safety audits.
- Undertake Work Health and Safety training as required.
- Follow all safety policies, procedures and instructions.
- Lodge risk assessments for all external and internal risk activities.
- Not introduce any equipment, materials, appliances or chemicals to the School that do not meet the required safety standards, for example electrical appliances to be tagged and tested before use.

## GENERAL REQUIREMENTS

- Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Enterprise Agreement and other School policies.
- Participate in mandatory training and professional development as required.
- Other relevant and reasonable duties as required.



# FIND OUT MORE

If you would like to learn more about Hillbrook, we encourage you to **visit our website**.



Thank you for your interest in working at Hillbrook. We value the time and consideration taken by all applicants, and appreciate your desire to become a part of our community.



**T** 07 3354 3422

**E** [employment@hillbrook.qld.edu.au](mailto:employment@hillbrook.qld.edu.au)

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