



## Position Description

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<b>Position:</b>	<b>Gap Assistant</b>
<b>Appointed by:</b>	<b>The Principal</b>
<b>Responsible to:</b>	<b>The Head of Campus</b>
<b>Location:</b>	<b>Multi-Campus</b>

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### School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's policies and procedures (including the Student Protection Program).

### Position Overview

#### ***Outdoor Education GAP Assistant***

The Outdoor Education Program at Gippsland Grammar is an integral part of each student's educational experience. Essentially sequential in nature, the program runs from Year 7 through to Year 10 with expedition style programs operating throughout the year. The paramount objective of Gippsland Grammar's Outdoor Education program is to develop each student's positive self-concept. Students will learn intrapersonal and interpersonal skills to help develop a co-operative and caring approach towards others, reveal leadership potential and strengths. They will be encouraged to demonstrate initiative, stamina, and self-reliance. While on program, they will also develop a greater understanding of our natural environment including flora, fauna,

landforms, and the cultural elements of the area. This will help to develop a respect for the outdoors and our community.

Gippsland Grammar is renowned for integrity, quality, service, and work ethic. Working in Outdoor Education carries much responsibility. It requires a great deal of initiative, leadership, enthusiasm, adaptability, and resourcefulness. The Outdoor Education department have worked hard to craft a sequence of professional development to support our GAP students/Trainees throughout the year and for future employment or study. Throughout the year you will experience a variety of different environments and activities. This role gives you an opportunity to see and explore many areas in Gippsland, whether it be hiking through the High Plains, rafting down the Mitchell River, canoeing on the Gippsland Lakes, surfing at Wilsons Promontory, or skiing and snow camping at Dinner Plain.

Although this role is very practical, at times, your time will be spent in the gear shed cleaning, drying, and preparing gear for the programs. You will be taught our inventory computer system as well and gear hiring for programs. You will gain skills in gear maintenance and repair.

This role will support you to established for a career in outdoor education and recreation. It also leads you in pathways with transferrable skills in a range of career opportunities. (Examples; emergency services, health care, teaching, and trades)

This is a demanding but extremely rewarding role, and all applicants need to have a love of sharing the outdoors with young people. After the year you have, past employees look back nostalgically to the learning and adventures of their time at Gippsland Grammar as a once in lifetime experience. Others, however, continue to this day working for us and many other departments with an ongoing passion for spreading this love of the outdoors to others.

#### **Duties for Outdoor Education GAP Assistant:**

##### **Outdoor Education Program**

- Group assistant while on program: You will always be teamed up with an experienced/qualified outdoor educator while leading student through the expedition. You will work as a team in support the students have a successful and reward experience. This includes night supervision
- Preparation and maintenance of equipment- This included overseeing the inventory of all equipment and the student's borrowing system. (Training will be provided)
- Assistance with the preparation of food, menu development as well as camp cooking
- Assisting and leading outdoor and environmental activities (hiking, skiing, rafting, climbing, surfing, canoeing, conservation work)
- Acting as a positive role model for younger students
- Option to complete as a traineeship in Certificate III/IV in Outdoor Leadership

##### **Administration**

- Clerical duties such as filing, assisting with student and parent enquiries, answering phone
- Supervise student assessment tasks
- Cover Garnsey Campus reception as required
- Any other duties as directed by the Deputy Principal – Head of Garnsey Campus, the Gap Assistant Supervisor or the Head of Outdoor Education
- Complete a number of training courses throughout the year.
- Additional responsibilities in relation to child safety, professional responsibilities, pastoral and co-curricular as outlined further below.

#### **General Duties (Administration) GAP Assistant**

To act as general assistant to the staff at Garnsey Campus, St Anne's Campus or Bairnsdale Campus, dependent upon at which Campus the successful candidate is based.

## **Duties for General Duties (Administration GAP Assistant)**

### **Administration**

- Assist with photocopying as required
- Assist with the collation of indemnity forms
- Assist in the maintenance of noticeboards
- Prepare correspondence as directed
- Clerical duties such as filing, assisting with students and parent inquiries, answering phone
- Assist Heads of Year in collation and administration tasks
- Cover School reception as required

### **Tutorial Assistance**

- Supervise student assessment tasks
- Attendance in the classroom as required

### **Events management assistance**

- Assist in the set up and clean-up of events under the direction and supervision of the Events Co-ordinator

### **Year 9 program assistance (at Garnsey Campus)**

- Assist in the organisation and supervision of excursions, fieldwork, group activities, training and camps
- Assist in the organisation and attendance as required at Cross-Age tutoring, community service, social service activities and other student activities
- Be present in Melbourne classroom during this Year 9 classroom program
- Assist in the supervision of students after school hours during the Melbourne program
- Accompany groups on excursions in Melbourne
- Clerical duties such as filing, assisting with inquiries, answering phone and maintenance of the forward planner as directed
- Cover Garnsey Campus reception as required

### **Other duties**

- Supervision of Student Services Office (as needed) and First Aid
- Assistance with Year 12 practice exam supervision at Garnsey Campus.
- Attendance at School Camps throughout the year.
- As directed by the Head of Campus or the Gap Assistant Supervisor
- Additional responsibilities in relation to child safety, professional responsibilities, pastoral and co-curricular as outlined further below.

## **RESPONSIBILITIES ATTACHED TO ALL ROLES:**

### **Child Safety**

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- Behave as a positive role model to students, including through words, conduct and actions.

- Actively promote the safety, welfare and wellbeing of students.
- Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- Provide age-appropriate supervision for students.
- Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

### **Professional Responsibilities**

- Work collaboratively as a member of the relevant team team to ensure best possible outcomes for students/staff/school.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and also encourage students to fully participate in the life of our School.

- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

### **Pastoral**

This position includes duties associated with a teaching role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

### **Co-curricular**

Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

### **Key Selection Criteria**

#### Qualifications

- 1 Current Employee Working With Children Clearance
- 2 Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
- 3 Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation) (or willingness to obtain)

#### Essential Criteria

- 4 Be 18 years old as of 30 January 2025.
- 5 Valid Australian Driver's licence (being at least a probationary licence) is preferable
- 6 Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

### **Statement of Commitment to Child Safety**

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Student Protection and Safety Policy (a copy of which is available on the School's website).

*Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.*

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

*This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.*