



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Outdoor Education Teacher

REPORTS TO: Camp Manager

LOCATION: Eildon Camp

PURPOSE:

To deliver an Outdoor Education program that:

- Develops in all students a critical awareness of their own experiences
- Assists students in their emotional, social and physical development and well-being, including developing concepts of teamwork and cooperation
- Helps students develop self-confidence, independence and perseverance
- Encourages each student to achieve his or her potential across various activities
- Is based on enjoyment, developing an appreciation of leisure time and the capacity to use it productively
- Encourages in all students an appreciation of their natural environment

NATURE AND SCOPE:

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 2,900. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East. The School Camp is located at Eildon.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

POSITION CONTEXT

The Outdoor Education Teacher is at all times responsible to the Camp Manager, Vice Principal and Principal for duties relating to effective program delivery and the performance of student welfare and other duties. The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

JOB GUIDELINES:

DIRECT RESPONSIBILITIES

Teaching practice

To teach sessions as required, which includes:

- Conduct thoroughly prepared and designed sessions to engage all students in learning and development.
- Ensure sessions meet school and Australian curriculum requirements.
- Organise and sequence the skills, content, and concepts to ensure student learning and development.
- Understand and accommodate the learning needs of all students, including those with a disability or special learning needs.
- Maintain a positive environment that is respectful of all present and fosters student learning and development.
- Maintain accurate records, including all injuries and illnesses.
- Provide prompt and regular feedback to students on their progress.
- Monitor and report on student progress and report any matters of concern in accordance with school procedures.
- Take responsibility for dealing with disciplinary matters and report any matters of serious concern to the class teacher and Camp Manager.
- Meet VIT and national standards of teaching and regularly review personal professional knowledge and practice.
- Work collaboratively with all relevant staff members, ensuring information is communicated appropriately and timely and supports improved student learning outcomes.

Occupational Health and Safety

- Ensure the outdoor education program provides a safe and healthy environment for all involved, that activities are conducted in a safe manner and safe work procedures are adhered to at all times.
- Report and monitor any hazards that cannot be immediately resolved.

- Ensure injuries or near misses are reported in accordance with the school's incident reporting procedures.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards.

Professional learning

- Annually prepare, implement, and evaluate a professional learning plan in accordance with school priorities and individual learning needs.
- Actively participate in professional learning activities on an ongoing basis in order to keep up to date professionally and ensure all required certification and accreditation is maintained.
- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues.
- Participate in a cyclical review process to improve professional knowledge and practice.

Curriculum and resource development

- Contribute to the development of curriculum, activities, teaching and assessment materials within the outdoor education program
- Design and implement programs based on research and collaboration with colleagues.

Student welfare

- Undertake student welfare duties, being sensitive to students experiencing personal, social, or organizational problems and liaise with relevant colleagues.
- Monitor and report on students' wellbeing if concerns arise, in accordance with school procedures.
- Liaise with parents in relation to student issues as required.
- Actively support and promote school policies and procedures relating to student welfare.

General, administrative and other activities

- Take responsibility for the maintenance of allotted resources and camp activities necessary for the smooth running of the camp program.
- Perform administrative functions for the camp, including rostering and town runs as required.
- Consult with the Camp Manager, Year Level Coordinators, Faculty Heads and Class Teachers as necessary and attend and contribute to staff meetings as required.
- Undertake rostered supervisory duties across the camp and exercise responsibility for the welfare of students, including during meals, lights out, night duties and student free time.
- Secure the building on completion of each camp program.

- Support a range of school events and activities at all campuses as required.
- Supervise student teachers as required.
- Act as a mentor for staff members as required.
- Other duties as required.

SELECTION CRITERIA:

The incumbent will demonstrate the following attributes:

- Teaching qualifications and VIT registration
- Appropriate Outdoor Education related qualifications (e.g., Wilderness first aid, inland bronze medallion, canoeing, ropes instructor, boat licence)
- Professional curriculum knowledge
- Effective delivery of teaching and learning programmes and practices
- Excellent interpersonal and communication skills
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Organizational and planning skills
- A commitment to student welfare
- Satisfactory police check and Working With Children Check
- Support for the values and policies of the school

CONDITIONS:

- Salary according to qualifications and experience, as per the Penleigh and Essendon Grammar Certified Agreement rates.
- Accommodation is provided by the School.
- Meals are provided during school camp times; however, cooking facilities are provided for staff to cook their own meals if they choose to do so.

CONCLUDING REMARKS:

The position description should not be seen as limiting and is open to review, by negotiation, by either party.