



# ST JOSEPH'S COLLEGE

HUNTERS HILL

## **Outdoor Education Teacher / Educator (Colo Campus)** **Schedule A – Role Description**

### **1. PURPOSE**

The Outdoor Education Teacher/Educator is a member of the St Joseph's College Outdoor Education Team, based at Colo Outdoor Education Centre, Upper Colo. The primary function of the Centre is to deliver safe, challenging experiential learning opportunities to students of the College. These experiences are designed to promote personal and interpersonal growth and transferable skills which add breadth and depth to the educational experiences of students at the College.

### **2. RESPONSIBILITY**

The Outdoor Education Teacher/Educator is directly responsible to the Head of Outdoor Education, Colo Outdoor Education Centre and ultimately the Headmaster.

### **3. ROLE ACCOUNTABILITY**

#### **3.1 Program delivery**

Delivery of the Outdoor Education program for St Joseph's College based at Colo and on expedition based out of the Wollomi National Park area. This includes:

- 3.1.1 Provision of safe experiential learning activities in a range of outdoor adventure activities such as rock climbing, adventure ropes course, group problem solving initiatives, canoeing, camping and expedition skills, orienteering, mountain biking.
- 3.1.2 Facilitation of considered and meaningful debriefing of student's experiences to enhance the learning and transference of the learning from these activities.
- 3.1.3 Teach indoor preparation and foundation sessions related to outdoor education such as navigation, equipment use and care, environmental awareness, local ecology, geology, geography, history, camp craft, minimal impact camping, first national perspectives and other educational aspects.
- 3.1.4 Guiding and supervision of "life skills" as part of the daily routines at the Centre for the students including meal preparation, cleaning, and service projects as directed.
- 3.1.5 Assist in the evaluation, review and ongoing development of the Colo curriculum, program design, activities, risk management, pastoral care initiatives, expeditional components, learning outcomes and resource materials.
- 3.1.6 Perform roles in areas which support the general operation of the outdoor education program, as allocated by the Head of Outdoor Education at Colo. This includes, but not limited to duties such as: food ordering for catering; checking of student's medical

backgrounds; liaising with parents and College staff; purchase of materials and equipment; liaising with the laundry.

- 3.1.7 Supervise students overnight as part of regular rostered supervision duties, both in-centre and whilst on multi night expeditions.

### **3.2 Risk Management**

- 3.2.1 Ensure that Standard Operating Practices are followed in accordance with Colo Risk Management Procedures.
- 3.2.2 Demonstrate an awareness of hazards associated with outdoor adventure activities and exercise sound judgement in the pro-active management of risks and the supervision of students involved in these activities.
- 3.2.3 Be pro-active in the development and delivery of pre-activity safety briefings.
- 3.2.4 As part of the Colo team, assist in the review and development of the Centre's Risk Management Procedures, provide feedback to the team and the Head of Department as part of the continuous improvement process and participate in training and reviews to support ongoing safety.
- 3.2.5 Fulfil the Workplace Health and Safety requirements of the College.
- 3.2.6 Document any incidents including injuries, illnesses and near misses.
- 3.2.7 Participate in any review and reflections on incidents following each program.

### **3.3 Pastoral Care**

- 3.3.1 As part of the Colo team, facilitation and promotion of the physical, emotional, social and spiritual care of students attending the Centre.
- 3.3.2 Recognise and commend student behaviour where appropriate or correct inappropriate student behaviour by disciplinary actions in accordance with College policy and procedures, as applicable with regard to both residential and expedition environments.
- 3.3.3 As part of the Colo team, participate in the reporting of student learning outcomes and character development, behaviour and attitude to St Joseph's College colleagues, Heads of Department and parents.
- 3.3.4 Collaborate with parents or College staff such as Boarding Supervisors, the College Counsellor and the Health Centre staff as part of the pastoral care of students, as directed by the Head of Outdoor Education.
- 3.3.5 Recognize that in a residential setting the relationships built with students are different from the regular classroom, however, clear professional boundaries are also maintained.

### **3.4 Care of equipment and the Colo property**

- 3.4.1 As part of the Colo team carry out duties involved with the care, maintenance and repair of outdoor education equipment such as canoes, mountain bikes, camping equipment, ropes course and rock climbing equipment. This includes the documentation of equipment usage, safety checks and lifecycle management.
- 3.4.2 Contribute to the maintenance and upgrading of outdoor education facilities and infrastructure such as the ropes course, mountain bike track or climbing sites.
- 3.4.3 Carry out general maintenance tasks on the Colo Outdoor Education Campus as directed.
- 3.4.4 Assist in maintaining a clean, tidy and safe working environment for the next staff members usage of any plant or equipment used on the Colo campus.

3.4.5 Purchase of outdoor equipment or other items as directed.

### **3.5 Professional Development**

3.5.1 Fulfil NESAs requirements with respect to maintaining teacher accreditation, including maintaining their practice against all standard descriptors and undertaking the requisite hours of professional learning.

3.5.2 Fulfil responsibilities in accordance with College policies, procedures and practices relating to teacher growth and professional learning.

3.5.3 Participate in professional development to ensure that required outdoor skills and qualifications, such as Wilderness first aid certification, are current and up to date.

3.5.4 Build and maintain currency and effectiveness in facilitation skills for debriefing activities and transference of skills back to the main campus.

3.5.4 Actively pursue other opportunities for ongoing professional development.

### **3.6 College Community**

3.6.1 Contribute to the building of positive relationships within the Colo team and the College.

3.6.2 Collaborate and work effectively as a team member within the Colo Outdoor Education team.

3.6.3 Willingness to travel to St Joseph's College (Hunters Hill campus) as required to accompany students and attend various professional development days throughout the school year.

### **3.7 Other Duties**

Perform other duties as assigned by the Head of Outdoor Education of the Colo Campus.

### **3.8 Special Conditions**

Due to the nature of outdoor education programs, hours may not always fit into what is considered a regular school day. Therefore, it is an expectation of the position that there is a requirement to work outside the "normal" school hours to ensure that the variable duty requirements and responsibilities of the position are fulfilled. Outdoor Education Teachers/Educators are expected to live on the Colo site during programming weeks and special weekend events when students are present on campus. Weekly on-call nights in centre are a requirement of the position. Occasional weekend work is an expectation of the role. On site shared cabin accommodation is provided.

## **4. SKILLS AND QUALIFICATIONS**

The Outdoor Education Teacher/Educator is a vital member of the Colo Outdoor Education Centre team, requiring the following:

#### **Mandatory**

- Professional teaching/outdoor qualifications such as specialist Outdoor Education Teacher, Diploma Outdoor Recreation, Diploma Outdoor Leadership, Certificate IV in Outdoor Recreation or Certificate IV in Outdoor Leadership or equivalent.
- Current Working with Children Check

- Current first aid qualification (preferably Wilderness First Responder First Aid certification, minimum Remote Level 2 First Aid) and CPR
- High level of personal and teaching experience in a number of the outdoor adventure activities in the program
- Training and experience in risk management for outdoor education with a demonstrated track -record of sound judgement, including the ability to dynamically identify and manage risks while operating in the field and communicate effectively for support if needed.
- Current full driver's licence for a manual vehicle
- A commitment to the value of Outdoor Education

#### Preferred

- NESA teacher accreditation
- Industry recognised qualifications in a number of the outdoor adventure activities in the program or a willingness to obtain these.
- Food handling certification
- Light Rigid bus licence
- Experience in driving a four-wheel drive vehicle off road
- High degree of proficiency in information technology, with experience in usage of Microsoft Office packages within a Apple / Mac environment.
- Bronze Medallion / Pool Lifeguard

#### Essential Personal Attributes

- Strong leadership and group management skills and experience
- Enthusiastic and energetic educator with a genuine passion for working with groups of young people
- Extensive knowledge and experience in outdoor pursuits including extended expeditions in remote areas
- Understanding of and ability to manage challenging teenage behaviours
- Personal affinity to nature based learning and environmental sustainability
- Excellent presentation, self-organisational and time management skills
- Highly refined interpersonal communication skills, both written and oral
- The ability to complete tasks efficiently with minimal supervision in challenging conditions in remote areas.
- The ability to make critical decisions in a safety and timely manner
- Ability to contribute to a positive work place culture with a small team of outdoor professionals
- Safe and professional work ethic with tolerance and patience working with young people
- A positive attitude and ability to adapt to dynamic workplace requirements and environments
- Willing and able to work away from home and family for extended periods of time

## **5. TENURE**

The position of Outdoor Education Teacher/Educator is appointed as an ongoing position.

## **6. PERFORMANCE REVIEW CONDITIONS**

Performance will be reviewed in accordance with School policy and procedures, to take place at an appropriate time.

## **7. AMENDMENTS**

The College reserves the right to add or amend the duties and responsibilities in accordance with changing circumstances and business needs within the boundaries of skills and competence. Any such changes may be reflected in the Role Description made at the discretion of the College.

## **8. REMUNERATION**

For a qualified Teacher, this position is covered by the with the *NSW Catholic Independent Schools (Teachers – Model A) Multi-Enterprise Agreement 2023* as amended or replaced.

## **9. ST JOSEPHS COLLEGE CHILD SAFEGUARDING PROGRAM**

St Joseph's College (the College) has a Child Safeguarding Program which is made up of work systems, practice, policies and procedures designed to maintain a safe and supportive school environment and to embed an organisational culture of child safety within the community.

A Child Safe Codes of Conduct Policy lists all acceptable and unacceptable behaviours. It provides a high-level statement of professional boundaries, ethical behaviour, acceptable and unacceptable relationships. College environments include both physical and online environments, as well as those outside its premises and grounds when College-related activities are occurring.

The Child Safeguarding and Child Safe Codes of Conduct Policies are available on the College website. You must familiarise and comply with these Policies. If you do not comply, the College may take disciplinary action, up to and including termination of your employment or engagement.

## **STATEMENT OF COMMITMENT TO CHILD SAFETY**

All children and young people who come to St Joseph's College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its Child Safeguarding responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

January 2025