

Position Description: Outdoor education Program Leader

This Position Description provides guidance for employees on typical duties and expectations. It is not intended to be an exhaustive list of the duties. This position description and its associated scope of duties is subject to review and modification by the principal, in response to the changes in legislation, regulations, the strategic direction of the school.

Key Objectives

The purpose of this job is to plan for and implement the Outdoor education programs that are in keeping with Sophia Mundi's aims and objectives for the OED program as determined by the Principal.

Relevant Award

Educational Services (Teachers) Award (MA00077) 2020 – or its replacement.
National Employment Standards Version C2023C00054 or its replacement.

Hours of Work

The hours of work for this position are set out within the contract. Due to the nature of the work hours are annualised over 48 weeks of the year.

This position is considered a teaching position, wherein the individual is expected to meet the duties and requirements of a teacher as per the VIT and the school's policies and procedures. In all aspects of the work, it is expected that the individual will be supportive of the Sophia Mundi's, ethos, values, and vision for the school.

The nature of the position requires travel for work including field days, site visits, collection of hires and purchases amongst other things. This position also requires certain duties to be carried out at Sophia Mundi Steiner School campus located at 1 St Heliers St, Abbotsford VIC 3067.

Role Reporting

- This position reports to the Program Manager as the Principal's nominee.
- This position oversees and manages the work of the program instructors.
- This position supervises students.



Main Duties and responsibilities:

As a program leader:

- Facilitate and deliver programs in Outdoor and Environmental Education.
- Prepare the documentation for a program including but not limited to: risk management, scope and sequence of activities, emergency management plans, first aid and participant medical information, and other documentation in keeping with industry best practice
- Report regularly on student progress to parents and senior staff.
- Contribute to the development and continual review of the Risk Management documentation.
- Register the use and maintenance of equipment for programs.
- Communicate and liaise with parents and guardians about the program.
- Assist in the management of program logistics, including such things as parent and student communication, equipment, and program logistics.
- Assist in the management of communications with external providers, e.g. bus hire companies, National Parks and landowners whose land the program accesses.

As a program Instructor:

- Take responsibility for student achievement of learning outcomes by working to the intended program through facilitation as well as managing the physical and emotional safety of all participants.
- Maintain the level of safety and duty of care recognised as the industry norm.
- Maintain professional expertise and qualifications in areas such as canoeing, Kayaking, first aid, bushwalking, rock climbing, and High Ropes.
- To maintain and share a program of personal professional development.
- Take responsibility for the care and discipline of the students in their care on a day-to-day basis while on camp, inclusive of their personal, academic, and social development by establishing and maintaining standards of behaviour.
- Maintain first aid kits and apply first aid as needed.
- Repair and maintain outdoor equipment.

Qualifications and Certification and experience Requirements:

Relevant necessary qualifications include:

- Diploma in Outdoor education with specific training on program development and management.
- VIT registration as a proficient teacher (full registration).

As a minimum:

- First aid training to a level commensurate with industry norms (e.g. Wilderness First Aid)
- Light Rigid driver's license

Additionally:

- Dependent on in-field program participation, current certification in activities such as surf lifesaving, kayaking, rock climbing etc.

Child Safety Expectations

Everyone at Sophia Mundi Steiner School is well informed about the Child Safe Standards and their obligations under them. All staff are expected to be familiar with the School's Child Safety Policy and procedures and adhere to them.

Further Obligations

Other duties may be requested by the Principal or members of school management/ leadership.

I have read and acknowledge the contents of the above as forming my part of my duties at Sophia Mundi Steiner School.

Name: _____

Signature: _____

Date: _____

