



TRINITY
GRAMMAR SCHOOL

ACADEMIC POSITION

OUTDOOR EDUCATION CO-ORDINATOR, FIELD STUDIES CENTRE, WOOLLAMIA

Position Description	Outdoor Education Co-ordinator, Field Studies Centre, Woollamia
Reporting to	Head of Campus, Field Studies Centre
Agreement / Award	Independent Schools NSW Teachers (Hybrid model) multi-Enterprise Agreement 2017
Minimum Hours	Full-time

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Context

The Trinity Grammar School, Field Studies Centre, is a state of the art residential facility located at Woollamia on the NSW South Coast. The primary use of the FSC at the moment is a series of four-week long Year 9 Outdoor Education camps. From the beginning of Term 4 2020, the School is looking to expand this program to become a series of eight-week long camps for Year 9 Students. The eight week program will comprise of an Academic program, an Outdoor Education program and a Pastoral program, all of which take place in a residential context.

Purpose of the position

The Outdoor Education Co-ordinator is a new position that will take responsibility for the leadership and management of the Outdoor Education program at the Field Studies Centre, both in the remainder of the current program, and in the new extended program from Term 4 2020. The Outdoor Education Co-ordinator plans, directs, and coordinates all aspects of Outdoor Educational experiences and is responsible for all field operations. A strong emphasis of the role will be risk management and operational safety.

This position will work with the leadership team of the FSC, reporting to the Head of Campus, and leading and managing the team of Outdoor Education instructors.

The possibility may emerge for this position to include residential accommodation onsite.

All Staff are expected to support the organisation in effectively engaging students in their learning, ensuring all students are provided with opportunity for a high quality education in a safe and supportive Christian environment. As part of the wider School community all staff are expected to co-operate with the senior staff in the organisation and management of the School and help promote a team spirit amongst the staff, students and School community.

Specific Roles/Duties/Responsibilities

1. Co-ordination of Outdoor Educational Activities at Field Studies Centre

1. Coordinate the current program and be responsible for developing future Outdoor Education Programs at the Field Studies Centre
2. Professionally lead, co-lead and instruct activities within the Outdoor Education program
3. Ensure that Outdoor Education programs meets the Australian and NSW Adventure Activity Standards and requirements
4. Develop and implement all Outdoor Education policies
5. Facilitate the development and documentation of the Outdoor Education program so that it caters for a range of student abilities

2. Risk Management

1. Continually monitor, appraise and evaluate Risk Management within the Outdoor Education Program at the Field Studies Centre
2. Promote an intentional culture of safety amongst staff and students
3. Improve, implement and monitor Risk Management policies and procedures within the Outdoor Program

3. Administrative

1. Demonstrate excellent organisation and communication skills at all times with strong attention to detail to all stakeholders
2. Supervise Outdoor Education staff to ensure currency of qualifications and coordinate appropriate professional development.
3. Submit annual budget requests and control expenditure related to outdoor education matters
4. Assist with the programming of activities for each camp.
5. Assist with staff recruitment, development, induction and performance management as required.
6. Coordinate logistics for the Outdoor Education Program.
 - 6.1 Briefings for staff, students and parents
 - 6.2 Oversee provision and maintenance of Equipment
 - 6.3 Liaise with external authorities and venues (National Parks, Police, etc.)
 - 6.4 Coordinate selection and distribution of appropriate catering for all activities

4. Pastoral

1. Be involved in the pastoral aspects of the Field Studies Centre program
2. Carry out overnight, morning and evening supervisory duties as required

5. General

1. Participate in the Christian life of the School
2. Participate in the wider life of Trinity Grammar School

6. Personal Qualities and Requirements

Essential	Desirable
<p>Demonstrated leadership experience and staff management, including conflict management skills</p> <p>Certificate IV, Diploma or Degree in Outdoor Recreation with recognised competency in at least four of the following areas:</p> <ul style="list-style-type: none"> → Bushwalking → Navigation → Mountain biking → Flat water canoeing/kayaking → Abseil natural and artificial surfaces/structures → Climbing natural and artificial surfaces/structures <p>Significant experience in group leading at Certificate IV level</p> <p>Remote or Wilderness First Aid Certificate</p> <p>Royal Life Saving Bronze Medallion or Equivalent</p> <p>Extensive experience in best practice outdoor education programs</p> <p>Demonstrated passion for the potential of residential community to provide for a high quality education in a safe and supportive Christian environment</p> <p>Personal and professional alignment with the Christian ethos and culture of the School</p> <p>Highly effective interpersonal communication skills</p> <p>Commitment to personal ongoing learning</p> <p>Demonstrated professional and personal integrity</p> <p>Evidence of flexible, collaborative, proactive and innovative work practice</p> <p>Full driver's license</p>	<ul style="list-style-type: none"> → Boarding/Residential experience → Qualifications in other aspects of outdoor education and recreation → Ability to live and work in a small community → Experience in pastoral care & student formation → Experience in modelling critical analysis and problem-solving skills → An interest in health and fitness → Light Rigid Licence.

- > All applications must be made on our standard application form (please see instructions below).
- > Applications not made on our standard form will not be considered.
- > No agencies please.
- > **Applications close on 14 June 2019.**

[Click here to complete an application form](#)