



Christ Church Grammar School

DUTY STATEMENT

Senior Outdoor Instructor

DATE: December 2023

STATUS: Full-time (during term-time), fixed-term (January - December 2024)

FACULTY/AREA OF RESPONSIBILITY: Koorungal Outdoor Education Centre

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1650 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

The School's Outdoor Education program has its base at "Koorungal", a fully staffed, self-contained Outdoor Education Centre situated in the jarrah forest on the north-western bank of the Murray River, fifteen kilometres from Dwellingup and 110 kilometres south-east of Perth. Students from Year 5 to Year 10 participate in Adventure, Field Studies and School Community Activities. The program requires a high level of commitment from staff.

Koorungal is a residential setting and the program consists of residential nature-based learning that includes an extensive expedition program with a journey-based philosophy. The successful applicant can expect to work in a wide variety of environments across Western Australia and will be based/live in at our Koorungal Outdoor Education Centre.

LINE MANAGEMENT:

Reporting directly to the Director of Koorungal.

WORKING RELATIONSHIPS:

The Koorungal community consists of five full-time staff members and associated family members.

DUTIES AND RESPONSIBILITIES:

- Working with young people aged 10 - 17 years, in an outdoor environment
- Participating as an instructor in a wide range of outdoor education and recreation activities including environmental education, canoeing, kayaking, bushwalking and abseiling/high ropes course
- Oversee the organisation and maintenance of gear sheds and first aid cupboard/kits, ensuring that all equipment is well-maintained, properly stored, and readily accessible for use
- Coordinate logistics for a range of outdoor education programs in a range of locations, as well as having the skills and knowledge to work hands-on in the field during programs as a group leader, ensuring the smooth execution of activities and maintaining a safe and engaging learning environment for students
- Provide training and mentorship for two trainees, offering guidance, feedback and practical instruction in a range of both outdoor activities and day to day tasks
- Collaborate with Outdoor Education Teacher, the Assistant Director, and the Director to assist in coordinating, delivering and enhancing outdoor education programs, ensuring that they align with educational objectives and safety standards
- Teach outdoor lessons to students, imparting fundamental skills and knowledge crucial for their outdoor experiences

- Utilise MS Excel to track and analyse data, including equipment inventory to keep track of and organise a vast array of equipment
- Live and work on-site, providing support and guidance to students during their stay, fostering a positive and enriching learning environment

KEY RESULT AREAS

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy, professional competency and within prescribed deadlines
- Maintain confidentiality at all times
- Undertake safe work practices
- Undertake other duties as directed

Team Participation:

- Work closely and co-operatively with all staff members
- Contribute positively and constructively with the School community
- Ensure performance consistent with the ethos, aims and objectives of the School

Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

EXPERIENCE AND QUALIFICATIONS:

This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- Tertiary qualifications in Outdoor Education or equivalent
- Proven experience in a wide range of outdoor education and recreation activities including environmental education, canoeing, kayaking, bushwalking and abseiling/high ropes course
- A valid Australian driver's license (A manual license would be highly regarded)
- A keen interest to work with young people and be able to lead young people in a variety of environments in a mature fashion acting as a strong role model
- Strong organisational and leadership skills
- Excellent communication and interpersonal skills
- Proficient skills in MS Office

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2022
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience
- You will be employed during term time and will be required to commence work one week prior to the commencement of boys' in Term 1 and on the professional development days at the start of each term. Your final day for the year will be commensurate with academic staff, generally being the Thursday following the boys finishing.