



DIRECTOR OF OUTDOOR EDUCATION

Employment Conditions	Full Time, Fixed term contract (5 year tenure) In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Dean of School Operations
Last Revised Date	May 2023

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity •

St Mary's at Metricup: The Lady Treatt Centre for Learning and Leadership is the School's outdoor education facility, consisting of 84h. Located in the heart of the world-famous Margaret River region, the Centre is the largest of its kind for an all-girls' school in Western Australia and provides our students wonderful opportunities to learn, explore and experiment outside the walls of a conventional classroom.

St Mary's at Metricup boasts an adventure challenge course, mountain bike track, walking trails and a bush chapel. Facilities include a large recreation and dining area that is equipped with a commercial kitchen and four dormitories that sleep up to 112 students. Each of the four dormitories has laundry, shower and toilet facilities, and a small living area. A separate area of the property is home to a camping ground that features a large, communal canvas eco tent and 20 smaller canvas eco tents which can sleep up to 88 students and staff.

St Mary's Outdoor Education program offers a comprehensive and diverse program. It is designed to stimulate and equip our students with a sense of curiosity, knowledge and a range of skills beyond the classroom to develop the whole person. The program is sequenced across K to Year 12 to enable the girls to build on their skills and continue to be challenged each year.

Please refer to <https://www.stmarys.wa.edu.au/co-curricular/st-marys-metricup/> for further information.

ROLE

The Director of Outdoor Education oversees, devises and undertakes an holistic outdoor education program, catering for all year groups from K to Year 12. Responsibilities include planning, preparing, providing instruction and leading a differentiated outdoor program to engage students in outdoor experiences, both in and beyond the classroom.

The Director of Outdoor Education will be actively involved in the delivery, review and oversight of the organisation of camps for all year levels, the Duke of Edinburgh International and Ignite Award programs, and the delivery of staff and student First Aid and Water Safety training.

RESPONSIBILITIES

Teaching and Learning

- Demonstrate a passion for Outdoor Education, with the ability to seek appropriate challenge and extension, whilst fostering personal best in students.
- Promote effective instructional practices and communication that support high impact instruction using research based, data driven practices with effective consultation and program evaluation.
- Ensure a high-quality supportive learning environment where learner engagement and academic improvement are priorities.
- Prepare all lessons, assessment procedures and programs according to St Mary's requirements and Outdoor Education's philosophy and guidelines.
- Plan and conduct the Duke of Edinburgh's Bronze, Silver and Gold Award Scheme according to Duke of Edinburgh's Award guidelines, St Mary's Outdoor Education's guidelines and St Mary's Risk Management guidelines.
- Plan, conduct and organise participation in other programs such as the IGNITE Award.
- Oversee, mentor and provide support to Outdoor Education Teachers, as required.

Outdoor Education Programs

- Construct and review the scope and sequence of all Outdoor Education Programs, actively embedding school resources and Metricup property features into engaging, experiential learning opportunities.
- Organise programs and camps from K to Year 11, including K to Year 4 Bush Schools and activity days, and individual Year camps for Years 5 to 11.
- Undertake planning, preparation and program coordination of all camps, including risk management, bookings, equipment and food supply, student and staff liaison and presentation at Year Parent Nights.
- Order equipment according to St Mary's Outdoor Education guidelines.
- Whilst on camps, oversee camp programs, disseminate equipment as required by St Mary's Outdoor Education guidelines, actively lead groups and activities, and oversee cleaning and packing up of all camp equipment.
- Liaise with the Property Manager at the School's Metricup site and maintain Metricup Outdoor Education storage area.
- Archive all expedition and camp media, including provision of photos to the School's Marketing department.

Risk and Resource Management

- Complete and submit budget funding applications.
- Efficiently manage Outdoor Education opportunities, maximising the use of the School's Metricup property.
- Actively reflect and review the School's Outdoor Education Risk Management Procedures.
- Attend Outdoor Education training and risk management programs.
- Review and develop Outdoor Education program and administration procedures.
- Proactively manage and review maintenance requirements for Outdoor Education facilities eg Metricup Adventure Course, Mountain Bike Course etc.

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Staffing

- Demonstrate commitment to leading and mentoring departmental staff and collaborating with the wider teaching staff engaging in outdoor education experiences.
- Lead staff and student First Aid and Water safety training.
- Assist in planning and conducting outdoor education staff training camps or days.
- Participate in and assist in staff training activity sessions such as accident scenarios and drills, paddling/rafting, application of navigation technologies, and other activities as the need arises.

Pastoral Care

- Actively participate in pastoral care and wellbeing programs and other cocurricular activities. Some cocurricular activities will occur outside normal school hours.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

Other duties

- Participate in school functions.
- Carry out supervisory duties as required.
- Engage in professional reading and development as part of an expectation of continual professional learning.
- Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- Abide by the staff Code of Conduct and other School policies.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia.
- Senior First Aid Certificate
- First Aid and Water Safety Trainer qualifications, or willingness to obtain.

Desirable

- Wilderness First Aid certificate
- Qualifications/certifications in the following:
 - Caving
 - Mountain biking
 - Abseiling
 - Water rescue

Experience and Skills

Essential

- Ability to provide a stimulating learning environment, effective teaching and exemplary assessment practices.
- Knowledge and understanding of the Western Australian Curriculum.
- A comprehensive understanding of current educational issues, particularly the education of girls.

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- Analysing and using data to inform teaching and learning requirements.
- Ability to design, implement and review high quality assessment tasks.
- Excellent organisational and time management skills.
- Ability to work collaboratively as part of a team.
- Ability to successfully manage a number of diverse tasks in a busy environment.
- Ability to maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Demonstrates a high level of integrity and excellent communication skills.
- Ability to communicate positively and effectively with all members of the School community.
- A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Dean of School Operations
Executive staff
Administrative staff
Metricup Property Manager
Senior School teachers
Students

External

Parents, guardians or relatives of students
External providers
Training organisations
External program facilitators

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.