



## PRINCE ALFRED COLLEGE

### ***Role Profile:*** **Director of Scotts Creek Outdoor Centre**

The Director of Scotts Creek is responsible for the operation and management of the Scotts Creek Campus and oversees the delivery of all the Outdoor Education programs offered to Prince Alfred College students from Grade 2 – Grade 8. The Director also collaborates with the Outdoor Education coordinator at the Kent Town campus to provide support for the Year 10, SACE stage 1 & 2 Outdoor Education programs. In addition to these Prince Alfred College programs, the Director coordinates external programs with other schools and groups that utilise the Scotts Creek campus.

The Director of Scotts Creek resides at the Centre and coordinates approximately 30 weeks of program during the school calendar year. Outside of these times, the Director is responsible for managing all maintenance programs (building, plant, equipment, grounds, vehicle maintenance) and forward planning for all programs including financial management, staff training, feedback, scheduling and recruitment, menu planning and food ordering.

The Director of Scotts Creek is accountable for the health and wellbeing of all staff, students, and contractors who visit the site, including but not limited to PAC students, other schools' students, PAC staff, other schools' staff, trade contractors, visiting parents etc. The Director is also responsible for the implementation of the Centre's strategic plan which identifies long and short term goals for the site and outdoor education more broadly.

Key to success in this role will be a passion for Outdoor and Environmental Education, currency in best practice approaches to outdoor education as well as sound understanding of peripheral aspects of property, plant, grounds and vehicle management and maintenance.

The Director must ensure the Campus complies with relevant Health and Safety legislation and adheres to College Policies.

#### **Reports to:**

Deputy Headmaster / Head of Secondary School

#### **Direct Reports:**

Scotts Creek Staff – Instructors, kitchen and cleaning staff.

#### **Key Relationships:**

Head of Preparatory School, Preparatory teaching Staff, Middle School Teaching Staff, Counsellor, Director of Wambana, Outdoor Education teaching Staff, Human Resources, Finance, Head of Grounds, Director of property services.

**Specific responsibilities include the following:**

**1. Operational**

- Plan, implement, facilitate and review an annual schedule of programs including offsite programs for Year 2 –Year 4, onsite programs for Year 5 – Year 8 and others schools programs, and providing staff and support for year 10, SACE stage 1 & 2 Outdoor education programs/expeditions.
- Provide assistance to and develop interstate and international outdoor education programs.
- Implement the strategic vision for outdoor education at the Centre;
- Develop and enhance the programs in conjunction with the Scotts Creek Team, Key stakeholders and teaching staff from the Kent Town Campus;
- Work collaboratively with all staff across the College's three campuses;
- Participate in fortnightly meetings with Deputy Headmaster / Head of Secondary School (via video call or telephone);
- Provide representation for Scott's Creek Centre at appropriate school meetings;
- Participate in continuous review of programs and experiences;
- Maintain regular contact with staff and students at the Kent Town campus;
- Manage the operational budget in line with delegated authority;
- Provide quarterly financials to Head of Secondary School / Deputy Headmaster;
- Ensure the Centre complies with all WH&S requirements and legislative requirements.
- Promote and lead a safe environment.

**2. Staffing**

- Manage all staff onsite – including teaching and non-teaching staff, casual staff, or building and/or service sub-contractors at the Centre;
- Manage the recruitment, selection and appointment of outdoor instructors, kitchen and cleaning staff in conjunction with the Head of the Secondary School / Deputy Headmaster and the Human Resources department;
- Develop annual staff roster, and consider contingency options;
- Assist, organise and monitor the introduction and orientation of new staff;
- Lead and manage all staff employed at the Scotts Creek Outdoor Centre, assigning key tasks and expected outcomes to each staff member;
- Provide formal feedback to all Scotts Creek Centre staff through the annual performance appraisal process;
- Provide regular informal feedback to all staff on an ongoing basis;
- Undertake appropriate formal performance management tasks should underperformance occur;
- Collaborate and provide support to kitchen staff regarding menu selection, food ordering and stock management;
- Provide additional support to kitchen staff where food allergies are present with program participants;
- Provide support to staff with respect to managing challenging students;
- Provide support to staff before, during and after first aid incidents and ensure wellbeing of all is supported and recorded;
- Chair on site staff briefings, debriefings and meetings;

- Develop, in conjunction with onsite staff, a team strategy including goal setting;, for individuals and the team
- Oversee staff professional development in relation to the attainment of appropriate outdoor education skills and certification;
- Provide professional development opportunities / scenarios for staff to build additional skills and strategies to support student wellbeing;
- Oversee the outdoor education training programs for ‘trainee’ staff;
- Monitor and manage the day to day task requirements for maintenance of the property, including sub-contractors;
- Monitor the health and wellbeing of all Scotts Creek staff, and provide personal support and care as required;
- Manage staff conflict, disputes, discipline and termination of employment, in conjunction with Head of the Secondary School / Deputy Headmaster;
- Provide opportunities for Scotts Creek Centre staff to attend the Kent Town campus and develop strong professional relationships with their colleagues.

### **3. Students and families**

- Oversee the welfare of all students who are on program at The Scotts Creek Outdoor Centre and external venues;
- Monitor levels of student participation and achievement;
- Ensure the dissemination of appropriate information and communication with parents and relevant stakeholders prior to program departure;
- Organise and host program information sessions for families attend at the beginning of the school year;
- Ensure relevant medical information which may impact student participation is clearly communicated with onsite staff and considerations made as to how best to accommodate and support these needs;
- Oversee effective student management procedures in line with College guidelines;
- Report major student incidents to Head of Secondary School / Deputy Headmaster/Head of Preparatory School and relevant Year Level Coordinator in a timely manner and if required work with the appropriate school staff to determine a proactive case management response;
- Assist staff with achieving high levels of pastoral care and developing positive and supportive relationships with students
- Ensure all student pastoral matters are appropriately recorded on the College online pastoral reporting system;
- Demonstrate a genuine interest in the journey and development of each student through the Outdoor Education pathways at the College;
- Foster a sense of place and connection to place through genuine connections with the natural environment utilising different mediums;
- Support the Christian ethos of the School and take responsibility for promoting this aspect of School life on Campus.

### **4. Administration and Campus Management**

- Liaise and maintain relationships with other schools and groups to ensure these programs are appropriately managed;

- Manage the Centre's financial and physical records;
- In conjunction with Head of Secondary School / Deputy Headmaster prepare an annual operating budget and submit it to the Executive Director, School Services;
- Ensure that buildings, plant and equipment are maintained;
- Ensure that all grounds and associated facilities are maintained;
- Ensure that all vehicles are maintained and serviced accordingly;
- Assist in arranging the change-over of vehicles;
- Complete annual campsite accreditation tasks;
- Liaise with finance staff to ensure budget is adequately managed (invoicing etc.);
- Prepare an annual budget for capital budget items;
- Acquire new and second-hand Outdoor Education equipment;
- Assist in the repair and maintenance of outdoor equipment;
- Ensure the Centers Risk management documentation is continuously reviewed and implemented;
- Aid in the production of Campus publications;
- Liaise and maintain relationships with local businesses and suppliers (bakery, service station, Council, caravan park, police etc);
- Liaise with the Advancement team to ensure maximum positive exposure of the Centre and its programs;
- Manage enquiries from parents, staff and the public;
- Produce articles for the Chronicle and Princes Record, as well as other College publications as required;
- Maintain photographic records of each program and ensure the photographs are stored on College managed computers and networks, which can be accessed by Kent Town staff;
- Oversee all administrative requirements pertaining to the effective delivery of all programs at the Centre.

### **Professional Development**

- Maintain and acquire professional expertise and qualifications in areas such as Kayaking, Canoeing, High Ropes, bush walking, Wilderness first aid, rock climbing,
- Maintain regular contact and association with professional organisations including relevant outdoor education peak bodies;
- Make staff aware of in-service and professional development activities associated within their areas of expertise and to encourage attendance at such activities if appropriate;
- Assist with the organisation of in-service training and to support staff professional activities;
- Encourage staff to be concerned with their own professional development, including continued academic study, skills development and a variety of teaching and outdoor experiences;
- In conjunction of the Head of Secondary School/Deputy Headmaster, maintain and share a program of personal professional development;

- Undertake relevant and regular professional development in areas relevant to the role of Director of Scotts Creek Outdoor Centre. This may include strategic and business planning, governance and financial management/reporting;
- Develop programs that models sustainable living, including recycling, vegetable patch, and free range chickens.

**Essential Qualifications and Skills:**

- Highly developed planning and organisational skills.
- Highly developed communication skills.
- Experience in planning and leading outdoor education programs
- Experience in leading and managing staff to deliver exceptional outdoor education programs and experiences.
- Demonstrable experience in planning, budget management and operational management of a facility and its plant.
- Experience in working with children in an outdoor setting.
- Qualifications in outdoor education.
- Flat water Canoe/Kayak Instructor Certificate (minimum)
- Mandatory Notification Training/Responding to Abuse and Neglect and WWCC

**Desirable Qualifications/Experience:**

- Highly developed skills coordinating outdoor education programs/courses.
- Tertiary education qualification(s).
- Outdoor education qualifications including:
- High Ropes or Rock Climbing Instructor/extensive quantifiable experience.
- Wilderness or Remote Area First Aid.
- Medium Rigid Bus Licence.
- Experience living and working at a remote site.

**Conditions:**

Salary by negotiation, package includes accommodation, utilities and mobile phone/phone allowance.

**Tenure:**

Contract term to be negotiated