PRINCE ALFRED COLLEGE

Position Description

Position Title	Outdoor Education Intructor
Award/Agreement	Educational Services (Schools) General Staff Award 2020 (Award)
Reporting Line	Director, Scotts Creek
Direct Reports	Nil
Key Relationships	Deputy Headmaster/Head of Secondary School, Outdoor Eduction staff, students
Reviewed Date	September 2026

Role Purpose:

The Outdoor Education and Camps program at Prince Alfred College requires staff to be involved in the delivery of programs across the Preparatory, Middle and Senior School. These include:

- Year 1 Nature Play Excursion Day
- Year 2 First Challenge Overnight Camp
- Year 3 Adelaide Hills Adventure Camp
- Year 4 Coastal Explorer – Victor Harbor
- Year 5 Scotts Creek Parent and Son Weekend Experience
- Year 5 Leadership Challenge Walk
- Year 6 Environment, Ecoysytems and Adventure, Scotts Creek
- Year 7 Team Skills and Service, Scotts Creek
- Year 8 Adventure and Challenge, Scotts Creek
- Year 10 Outdoor Pursuits elective subject
- Year 10 The Princes Outreach Program
- Year 11 Stage 1 Outdoor Education expeditions
- Year 11 Prefect Leadership Development Camp
- Year 12 Stage 2 Outdoor Education expeditions

Non-PAC programs include Outdoor Education camps for Seymour College other schools at Scotts Creek.

The Outdoor Education Instructor, based at Scotts Creek Outdoor Centre, is responsible for assisting the Director in all aspects of the day-to-day running of the programs operating at the Centre and other locations where outdoor experiences are delivered. This will include leading overnight trips and expeditions of up to one week.

Key Responsibilities:

1. **General:**
   - Work under the direction of the Headmaster, Deputy Headmaster/Head of Secondary School, Deputy Headmaster/Head of Preparatory School, and such other senior staff who are given responsibility for the operation of the College or part thereof.
   - Take responsibility for the safety, pastoral care and discipline of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
   - Develop and implement appropriate delivery strategies to facilitate student learning.
   - Report regularly on student progress to senior staff.

- Participate, as required, in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care.
- Participate in professional development activities both in and out of school hours.
- Be supportive of the College's Christian ethos.
- Facilitate and deliver programs in Outdoor and Environmental Education.
- Assume responsibility for the Campus when the Director or Deputy Director is not on the site.
- Assume responsibility for elements of split and staggered programs.
- 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.
- Maintain contact with staff and students at the Kent Town campus as required.
- To report to the Headmaster (and Deputy Headmaster/Head of Secondary School and Head of Preparatory, as appropriate).
- To assist with co-curricular and extra-curricular matters, including the development of co-curricular Outdoor Education opportunities.

2. Curriculum

- Assist in the implementation and evaluation of programs from Year 1 to Year 12.
- Take a lead role to implement and evaluate all programs with PAC 'affiliate schools'. These include Seymour College. This responsibility requires you to liaise with the staff from these schools with regard to program organisational detail and achieving specific learning outcomes.
- Assist in the implementation of leadership programs for Year 11 students.
- Assist class tutors in preliminary work required for the implementation of the Scotts Creek program.
- Assist class tutors and students with follow up activities with regards to the Scotts Creek experience.
- Liaise with staff and tutors with regard to their role during time spent at Scotts Creek.

3. Student Management

- Establish and maintain standards of student behaviour and personal wellbeing at Scotts Creek.
- Assess student and student leaders' participation, interaction and behaviour.

4. Administative

- Contribute to the accreditation of the campsite.
- Contribute to the development and continual review of the Risk Management documentation for the Campus.
- Maintain the First Aid facility, and First Aid kits to industry expectation.
- Aid in the production of Campus publications and printing requirements.
- Aid in the maintenance of relationships with local businesses.
- Assist in the handling of enquiries regarding Outdoor Education from parents, staff and the public.
- Be involved in program photography for school, student and promotional use.

5. **Grounds, Facilities and Maintenance**
    - Repair and maintain outdoor equipment.
    - Develop a program that models sustainable living, including recycling and vegetable patch.
    - General maintenance and care of the Campus throughout the year.

6. **Promotion and Parent Liaison:**
    - Promote Scotts Creek within the College and the wider community.
    - Liaise with other schools, both State and Independent.
    - Establish and maintain links with parents and the wider College community.

In addition to the above responsibilities the Outdoor Education Instructor will:

- 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.
- Deliver all programs, taking 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.
- Supervise the work of the trainees, work experience students, or assistant instructors in relation to the above tasks.

Key Knowledge and Skills:

- Tertiary qualifications or demonstrated industry experience in Outdoor Education/Recreation, Environmental Education or related fields.
- Experience delivering quality Outdoor Education programs to students.
- Appropriate first aid (minimum senior first aid certificate).
- Flat-water Canoe/Kayak Instructor qualification (Paddle Australia).
- Mandatory Notification Training/Responding to Abuse and Neglect.
- Working with Children Check/DCSI/DHS Child-related screening.
- IT capable and experience with Microsoft suite of platforms and other software
- Experience and qualifications in Outdoor Education facilitation or teaching.
- Experience in administering Outdoor Education courses.
- Experience and preferably qualifications in the following areas:
- Bus Licence (Light or Medium Rigid).
- Instructor/experience in any one or more of the following: Adventure Based Learning, kayaking and canoeing, high ropes or challenge course, Bushwalking, Rock Climbing
- Wilderness First Aid qualification.
- Boat Licence.
- Experience working in a residential campsite setting.

Personal Skills & Abilities:

- Proven ability to communicate with a wide variety of people, including children.
- An understanding of land care ethics and a desire to improve the environmental surroundings of Scotts Creek.

- Time management skills and organisational ability.
- A high level of initiative and practical problem-solving skills.

Accommodation:

Accommodation is provided on site. Meals are provided on site during program days, and a food allowance during non-program days onsite at Scotts Creek.

Compliance Requirements:

- Working With Children Check (mandatory)
- RRHAN Fundamentals (mandatory)
- RRHAN Masterclass (mandatory/optional)
- Protective Practices (mandatory)
- First Aid (desirable/mandatory)
- Teacher Registration (mandatory)
- Working at Heights (mandatory/desirable)
- Lifeguard (mandatory)