



## PRINCE ALFRED COLLEGE

### OUTDOOR EDUCATION INSTRUCTOR

#### *Position Description*

##### ***An Overview of the Position***

The Outdoor Education program at Prince Alfred College requires staff to be involved in the delivery of every Outdoor Education program. These include:

- Year 2 Zoo Snooze
- Year 3 First Challenge – Woodhouse Activity Centre, Adelaide Hills
- Year 4 Coastal Explorer – Victor Harbor & Goolwa
- Year 5 Scotts Creek Weekend Experience
- Year 5 Cultural Perspective, Scotts Creek Outdoor Centre
- Year 6 Environment, Ecoystems 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 12 Stage 2 Outdoor Education expeditions

Other programs include Outdoor Education for Seymour College and local community primary schools.

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. Journey and international programs may extend further than one week.

##### **At Prince Alfred College, Outdoor Education Instructors are required to:**

- Work under the direction of the Headmaster, Deputy Headmaster/Head of Secondary School and Head of Preparatory, and such other senior staff who are given responsibility for the operation of the College or part thereof.
- Take responsibility for the 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 parents and 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.

## ***Key Areas of Responsibility for this Position***

### **Responsibilities:**

- Facilitate and deliver programs in Outdoor and Environmental Education.
- Assume responsibility for the Campus when the 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.
- 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.

### **Curriculum:**

- Assist in the implementation and evaluation of programs from Year 2 to Year 11.
- 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 to 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.

### **Student Management:**

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

### **Administrative:**

- 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.

**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.

**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 in relation to the above tasks.

**Hours of Work:**

Hours of work during programs will vary depending on programs. Some programs require weekend work and work during school holiday periods. During program weeks the instructor is expected to be onsite for the duration of the program.

**Key Selection Criteria****Essential Qualifications/Experience:**

- Tertiary qualifications in Outdoor Education/Recreation, Environmental Education or related fields.
- Proven track record of 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.
- Experience with Microsoft Windows, Word, Excel, PowerPoint, Access and Internet Explorer.

**Desirable Qualifications/Experience:**

- Experience and qualifications in Outdoor Education teaching.
- Experience in administering Outdoor Education courses.
- Experience and preferably qualifications in the following areas:
  - Bus Licence (Medium Rigid).
  - Instructor/experience in any one or more of the following: Bushwalking, Rock Climbing, Kayaking, White Water, High Ropes Course.

- 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 at no cost and during program days all meals will be provided.

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Prince Alfred College