



# MacKillop College

## Outdoor Education Field Officer

### Position Description

Classification (CEMEA 2022)	Education Support Employee Level 3 (Category B)
Position reports to	Outdoor Education Coordinator

### About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

### Overview of the Role

Outdoor Educators are entrusted with leading, organising and facilitating a safe and well-rounded experiential learning experience that fosters personal growth and a deeper connection to the environment.

The ideal person will have a passion for educational field work and possess a broad range of knowledge and skills that will assist students to participate in a variety of physically challenging activities and environments. To succeed in this role, you should be physically fit, adaptable to multiple and unpredictable environments, have a commitment to working safely and have a friendly, calm and approachable attitude, suitable for working in a small team and with students.

The objectives of outdoor education are to provide students with an opportunity to develop:

- awareness of the environment
- personal accountability, responsibility and teamwork skills
- a strong sense of community
- leadership and problem-solving skills
- recreational skills

### Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willing to Church's teachings into all aspects of curriculum

### Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



# Accountabilities

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## Outdoor Education

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- plan, participate in and evaluate outdoor education activities and programs
  - professionally lead and instruct outdoor activities for camps and excursions
  - ensure that teachers and students feel supported in experiential learning activities
  - ensure that teachers and students are briefed and provided with a daily plan for activities and debriefed post activities
  - provide induction and behavioural expectations to all students on camp
  - support the teacher in the supervision of all students
  - ensure that camp sites are set up and packed up appropriately
  - ensure all outdoor education activities, accommodation and transport is booked
  - ensure council permits, land owner permissions and licences are acquired
  - collate invoices and receipts and submit them for approval in accordance with College procedure
  - prepare all students for outdoor activities through classroom-based learning prior to participating in outdoor activities
  - maintain accurate records of student attendance and participation
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## Safety & Risk Management

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- prepare safety and risk management documentation for all outdoor education programs and activities, ensuring all appropriate assessment and risk mitigation actions are implemented in line with College requirements
  - always carry a phone and be contactable to provide assistance, to notify relevant staff, or to contact emergency services
  - collate all participants medical information, ensuring that contact has been made with families to provide all necessary information, medications and directions
  - ensure that all known medical conditions of participants have been considered and appropriate mitigation and response plans are understood
  - ensure that all risk assessment and mitigation actions have been completed
  - administer first aid as required
  - plan for and be adaptable to changing environmental conditions, ensuring suitable alternatives as required
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## Food Safety

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- source, purchase and store food items required for camps and outdoor education activities
  - ensure that all food is sorted, labelled, transported and stored appropriately during camps
  - oversee the hygienic preparation of all food/snacks for students and staff during camps ensuring that all medical needs have been catered for e.g., food allergies and intolerances
  - oversee the safe use of camp equipment for meal preparation
  - ensure that appropriate snacks are available for students and staff during outdoor activities
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## Equipment and vehicles

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- complete regular audits on equipment ensuring damaged, lost and faulty equipment is repaired, replaced and/or upgraded as required
  - ensure all equipment for outdoor activities is in good working order, clean and well maintained prior to and after each use
  - ensure that equipment is stored correctly and safely
  - ensure that the Outdoor Education sheds are clean and tidy
  - ensure MacKillop vehicles are cleaned and have a full tank of petrol
  - ensure first aid kits and supplies are maintained and available for use in the field
  - ensure that all travelling routes are planned and alternatives available
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## Differentiated learning

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In consultation with the teacher:

- identify students with differentiated learning needs and provide appropriate support
  - identify any barriers within the environment and implement appropriate mitigation actions
  - implement or adapt goals according to a student's ability
  - provide direct and timely support to students who need additional support
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## Communication

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- clearly and regularly communicate with the Outdoor Education Coordinator
- provide meaningful and regular feedback to students
- provide feedback on strengths and recommendations to help overcome any challenges
- initiate family contact where required
- respond promptly to family requests for information, return phone calls and answer emails
- respond promptly and empathetically to students with an identified health and or wellbeing need or concern
- ensure clear and timely communication to families about collection of students pre and post camp
- liaise with student families as required to accommodate student medical/emotional needs

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## Learning Environment

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In consultation with the teacher:

- create and maintain a safe learning environment
- promote positive, respectful and encouraging relationships
- demonstrate effective behavioural management skills, implementing appropriate behaviour management strategies
- use appropriate restorative practices
- establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour
- create a stimulating learning environment by using a variety of activities

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## Professional Development

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- support a performance and development culture
- provide support for and encourage student involvement in co-curricular programs
- complete annual Child Protection and Mandatory Reporting training
- participate in appraisal/feedback processes to receive constructive feedback, as required
- commit to ongoing professional development
- maintain required ICT skills required for the role

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## General Expectations

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- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students and staff
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails/direct messages and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

## Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with Safety requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
  - is life threatening or may require Emergency Services to be called
  - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

## Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

This position may also be used in other areas of the College where extra supervisor is required, especially in relation to excursions, incursions and camps.

## Required Capabilities

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• must hold a Cert IV Outdoor Education/Recreation Fieldwork or equivalent</li> <li>• must hold an unrestricted drivers licence – manual</li> <li>• must hold a bus licence (light medium ridged)</li> <li>• VIT or Working with Children Check</li> </ul>	
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>• must maintain currency qualifications in:           <ul style="list-style-type: none"> <li>– Wilderness First Aid and CPR</li> <li>– Mandatory reporting</li> <li>– Anaphylaxis management</li> <li>– Asthma management</li> <li>– Food handling</li> <li>– Canoe guide and instruction</li> </ul> </li> <li>• an ability to identify and assess risks for students and staff safety and implement appropriate mitigation responses/actions</li> <li>• demonstrated ability to lead camp safety by providing appropriate direction, supervision and support to staff and students</li> </ul>	
<b>Physical Capabilities/ Requirements</b>	<ul style="list-style-type: none"> <li>• a demonstrate ability to undertake and lead the following activities:           <ul style="list-style-type: none"> <li>• camping bushwalking</li> <li>• canoeing</li> <li>• kayaking</li> <li>• climbing natural and artificial surfaces/structures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– cycling/mountain bike riding</li> <li>– rock climbing</li> <li>– cross country skiing</li> <li>– surfing</li> <li>– snorkelling</li> </ul>
<b>Emotional intelligence</b>	<ul style="list-style-type: none"> <li>• a demonstrated understanding of social and emotional issues connected to student life</li> <li>• an ability to build positive and meaningful relationships with students</li> <li>• an ability to build relationships with staff and students and set clear behavioural expectations</li> <li>• an understanding of trauma informed practice</li> </ul>	

	<ul style="list-style-type: none"> <li>• an understanding of emotional regulation of self and others</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• excellent written and oral communication skills, including ability to communicate with students, staff and families</li> <li>• excellent interpersonal and communication skills</li> <li>• an ability to provide clear instructions in a timely manner to staff and students</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• ability to manage tasks with minimal supervision</li> <li>• capacity to work to timelines</li> <li>• demonstrated organisational skills including strong attention to detail</li> <li>• proven time-management skills</li> <li>• exhibited self-motivation</li> </ul>
<b>Learning Support</b>	<ul style="list-style-type: none"> <li>• use of multiple techniques to engage students in learning new skills</li> <li>• contemporary knowledge of the subject matter being instructed</li> </ul>
<b>Approachable</b>	<ul style="list-style-type: none"> <li>• a demonstrated ability to foster a welcoming and calm learning environment that promotes positive behaviour</li> <li>• be enthusiastic and professional</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• ability to work as part of a team</li> <li>• flexible and willing to help and support others</li> <li>• ability to collaborate with the teachers, staff and students</li> <li>• ability to develop and maintain excellent working relationships with key stakeholders</li> </ul>
<b>Catholic Identity</b>	<ul style="list-style-type: none"> <li>• a demonstrated commitment to working in a Catholic Education environment</li> <li>• demonstrated pastoral approach towards student and staff relationships</li> </ul>

## Qualifications, Education and Experience

### Essential

- Certificate IV qualification in Outdoor Education/Recreation
- a full unrestricted driver's license, with an ability to drive manual buses
- be physically fit and healthy to undertake the activities associated with the role
- have a contemporary understanding of Outdoor Education and Recreational activities
- a working understanding of risk management and safety in an outdoor environment
- demonstrated understanding and experience with young people
- a commitment to teaching in a Catholic school environment

### Desirable

- experience in leading outdoor experiences
- demonstrated experience in working with students in a secondary school setting
- experience working with people living with a diagnosis or disability that can impact learning or independence

## Declaration

I accept the above duties for the position at MacKillop College.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_