



**OUTDOOR EDUCATION COORDINATOR
APPLICATION PACKAGE 2024**

Thank you for your interest in applying for the Outdoor Education Coordinator position at Samford Valley Steiner School. The position is Ongoing Full Time commencing July 2024.

1. Information for Applicants
2. Selection Criteria
3. Role Description

Please read these documents carefully before seeking further information.

Yours sincerely,

Caly Sheard
Samford Valley Steiner School
School Director

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position for the Outdoor Education Coordinator here at Samford Valley Steiner School. The aim of this *Application Package* is to help you understand the selection process so that you can present your best case for appointment. The basis for selection is the relative merit of each applicant in relation to the selection criteria identified in the *Role Description* and the *Selection Criteria*.

The *Role Description* should be read carefully. It provides information regarding the following:

1. Position title
2. Area
3. Location
4. Role Relationships
5. Role Context
6. Role Purpose
7. Key Accountabilities

Remuneration

Above the State Award and dependent upon experience and qualifications. Payment will be made on a fortnightly basis as a regular amount.

Hours of Duty

Hours of duty will be predominately Monday to Friday.

Although payment will be regular and fortnightly, hours of work will be irregular and dependent on the busy times within the Outdoor Education calendar. There may well be times when the successful applicant may be required to work one or more programs in a row. There may be the occasional programs that will require working weekends which can be swapped for TOIL or penalty rates (eg time and a half). All working conditions can be found in our Enterprise Agreement.

Qualifications and Skills

- Qualified teacher (QCT Registration required) or significant Outdoor Education experience
- If not Teacher Registration, then a current Blue Card will be required
- Breadth and depth of knowledge and skills of outdoor education, specifically SE Qld and local area knowledge
- Wilderness First Aid or equivalent (or ability to obtain)
- Bronze Medallion (or ability to obtain)
- Multi-disciplinary skills and experience (eg. Hiking, biking, canoeing, sailing, and experienced in overnight expeditions)
- Excellent organisational, presentation and communication skills
- IT skills – eg word, excel, power point, and competence with the use of a variety of outdoor related phone-based apps.

- Be willing to work with a broad age range of students from Class 3 to 12 (9-year-olds to 18-year olds) and ability to develop warm, collaborative and professional relationships with staff, students and parents
- Knowledge of current WH&S and Risk Management practices

How to Apply

Your application should include:

1. A summary of your career, outlining relevant positions you have held and major responsibilities.
2. A summary of any relevant outdoor recreational pursuits, demonstrating competence in a variety of venues, terrain, weather, or other multi-faceted elements.
3. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
4. The names, positions, and telephone contact numbers for at least two referees who can comment on your suitability for the position.

Your application should be emailed to workwithus@samfordsteiner.qld.edu.au and marked *Confidential –Outdoor Education Coordinator 2024*.

Samford Valley Steiner School is an equal opportunity employer and encourages applications from individuals of all backgrounds.

We appreciate all applications; however, only shortlisted candidates will be contacted for an interview.

Closing Date

12 July 2024 - interviews may begin prior to the closing date. All applications will be considered if received before the closing date.

SELECTION PROCESS

Selection Criteria

- Ability to work with students in the outdoors
- Outdoor education experience and skills
- Highly organised and efficient with administration skills
- Ability to work with external organisations to create authentic experiences for students
- Ability to adapt, improvise and problem solve
- Work as part of a team and able to work independently as required
- Ability to give and receive feedback
- Flexible working hours and ability to be away overnight
- Leadership and management skills

All applications received will be acknowledged. If you do not receive confirmation of your application within 5 working days, please contact the office on 07 3430 9600.

Short listed applicants will be contacted by phone and will be required to attend a face-to-face interview.

Contacts for Further Information

If you require further information after reading this information package, please contact the School Director; syssdirector@samfordsteiner.qld.edu.au

Role Description

Outdoor Education Coordinator

Area: Whole School - Samford, Brisbane – most programs occur within a 3hour radius of Brisbane, starting and finishing at the school in Samford Valley.

Reports to: High School Director (Direct Up-line Manager), Primary School Director and School Director

Key Role Relationship: Primary School Director, High School Director, WHS officer, Outdoor Education staff, Teaching staff, Facilities and Maintenance Staff, and whole school community (parents, students, interested and active parties)

Role Context:

The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past six years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff, double streaming of the primary school up to Class 7, and importantly, a change of focus from pre- and primary education to 'whole school'

At Samford Valley Steiner School, the College of Teachers (CoT) develops the pedagogical direction and vision from a deep understanding of Steiner's indications and a child development perspective.

The SVSS Outdoor Education (OE) Program begins in Class 3 and is intrinsically linked to the curriculum offered at SVSS. Currently, there are around 33 programs a year, with the OE program continuing to evolve as the double streamed classes progress through the High School.

Role Purpose:

The OE Coordinator will work in close collaboration with the Faculty Directors and class teachers (or the Main Lesson teachers in the High School) to oversee all OE programs in the year. Camps are designed to complement the respective main lesson and to meet the developmental stage of the children and the unique needs of each class.

The emphasis on our program is creating connections to *place* rather than activities. Special and beautiful locations are carefully chosen for each camp, many of which are within National Parks, some of which even being recognised by the World Heritage Authority. Taking the classroom outdoors allows teachers opportunity to deepen in a practical way the students connection to the material being studied. We want the students to feel they have a powerful connection to the natural world; to feel secure and comfortable with nature, and experience a sense of awe and wonder. The OE Program also helps to give form to the school's environmental sustainability policy.

The OE Coordinator will also be responsible for the administrative aspects of the OE program and must be well versed in risk management practices and processes. Parent Education is also seen as a vital aspect of the program and the Coordinator will be responsible for preparing and delivering a comprehensive experiential program known as the Parents Outdoors Program (POP). The POP has been developed to build parent confidence in, and understanding of the value of Outdoor Education for their child's development.

Key Accountabilities:

Duty of Care

The OE Coordinator is responsible for implementing a range of existing camp programs and will direct and lead all staff and volunteers participating in camps; oversee all program logistics, activities and catering in line with the program rationale and vision; safety and the total wellbeing of all participants. The OE Coordinator will oversee that all outdoor regulations, ratios, risk management, procedures and policies are strictly applied and enforced to Education Queensland (and other industry) standards and the standards required by WHS law. The OE Coordinator will have a thorough understanding of school policies and

procedures, as well as knowledge of emergency and accident procedures, undertaking all actions necessary and holding conscious awareness of real, potential and perceived safety concerns.

The OE Coordinator is responsible for the design, completion and oversight of implementation of risk management and associated documentation for each activity undertaken within the OE program. The Coordinator will undertake a thorough review of each school camp, including educational, experiential and safety aspects, and will make recommendations to the FDs and School Director regarding changes that can be implemented to improve the program.

Outdoor Education – Vocational Education

SVSS is a Registered Training Organisation (RTO) that offers a Cert II in Outdoor Recreation to our Senior Secondary students. The OE Coordinator is responsible for assisting the Vocational Education Teacher with the delivery and continued development of this certificate course.

Practical Application:

- Oversee all OE programs from Class 3 to Class 12. Ensure all paperwork, risk management, logistics, parent information, staffing and liaising with teachers is completed or delegated.
- Equally share responsibility of being lead on camps with the other available Outdoor Ed staff.
- Work collaboratively with our teaching staff to support them in the delivery of their learning outcomes while in an outdoor setting.
- Provide objective feedback that may assist with the continual development, implementation and review of our current OE Program.
- Problem solve and be available to be 24 hour back up for all Outdoor Ed programs, when not on program.
- Oversee and assist with organisation, maintenance, packing and preparation of food and/or equipment to support our OE program.
- Maintain skills and knowledge in many of the activity areas that are relevant to our program (ie. sailing, canoeing, hiking, biking, navigation, first aid, bronze medallion, and emergency response).
- Attend Professional Development activities to maintain and further develop skills, knowledge, qualifications, and networks.
- During Outdoor Education activities, behaviour management strategies will be implemented as required, including prompt and supportive responses to inappropriate behaviour, which contribute to the establishment and maintenance of a supportive and safe learning environment consistent with School policies.
- Working inclusively and with the Wellbeing and Learning Enrichment team to support all students to participate in the OE program with adjustments as necessary.

Accountabilities:

Teaching and Learning:

The OE Coordinator will work collaboratively with the Outdoor Ed Teacher, Class Teachers, HS Main Lesson Teachers, Guardian Teachers and School Directors to support the effective delivery of each OE program.

The OE Coordinator will need to apply inclusive practices and be competent with appropriate program modifications to ensure that all students have access to the OEP regardless of ability or other needs.

The OE Coordinator will assist with the preparation, organisation, storage, care and maintenance of all Outdoor Education equipment and resources. Working inclusively and with the Wellbeing and Learning Enrichment team to support all students to participate in the OE program even with significant adjustments.

Professional Conduct and Development

The OE Coordinator will proactively seek and participate in continuing professional development activities, ensuring that they gain and maintain all necessary certificates and qualifications to undertake all required aspects of the OE Program.

The OE Coordinator will work within professional guidelines and responsibilities at all times, with due consideration and awareness of issues of sensitivity and confidentiality, maintaining good rapport with parents, guardians and community and with appropriate duty of care toward fellow colleagues and students.

Signature of Employee:

Signature of Supervisor:

Date: