



CAMPS ASSISTANT APPLICATION PACKAGE 2023

Thank you for your interest in applying for the Camps Assistant position at Samford Valley Steiner School. The position is a casual position on a call-up basis.

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

Please read these documents carefully before seeking further information.

Yours sincerely,

Carly Sheard
School Director

INFORMATION FOR APPLICANTS

Thank you for your interest in the advertised position. 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

Payment will require the submission of a timesheet after each camp. Payment, including overnight allowances, will be in accordance with the Samford Valley School Enterprise Agreement 2022. Position level will be TAL1, 2 or 3 as per qualifications.

Hours of Duty

Depending on duration of camps

Qualifications and Skills

- Breadth and depth of knowledge and skills of outdoor education, specifically SE Qld and local area knowledge

- Remote Area First Aid or Wilderness (or ability to obtain)
- Bronze Medallion (or ability to obtain)
- Current Blue card (or ability to obtain)
- Hiking, biking, paddling and sailing skills desirable.
- Excellent organisational and communication skills
- IT skills – e.g., word, excel power point
- Be willing to work with a broad age range from Class 3 to 12 (9-year-olds to 18-year-olds) and ability to develop warm relationships with staff and students
- Ability to work with students, parents and staff
- Knowledge of current WH&S and Risk Management practices

How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities
2. A brief 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 sellis@samfordsteiner.qld.edu.au and marked *Confidential –Camps Assistant 2023*.

Closing Date

Open until filled.

SELECTION PROCESS

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.

Selection Criteria

- Outdoor education experience and skills
- Ability to work with students.
- Organisational and communication skills
- 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 skills

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 Outdoor Education Coordinator sroberts@samfordsteiner.qld.edu.au

ROLE DESCRIPTION

Position Details	Area	Whole School
	Position Reports to	Outdoor Education Coordinator
	Role Location	Brisbane (Samford) – most programs occur within a 3 hour radius of Brisbane
	Key Role Relationships	Primary School Director High School Director WHS officer Outdoor Education Coordinator Outdoor Education Assistant Teaching staff All Staff, whole school community (staff, parents, students, interested and active parties)

ROLE CONTEXT	<p>The Samford Valley Steiner School (SVSS) has experienced considerable growth since its inception in 1987, most notably over the past four years. This growth has included a High School operating since 2006, significant capital works, an increase in both students and staff and, importantly, a change of focus from pre- and primary education to 'whole school'.</p> <p>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.</p> <p>The SVSS Outdoor Education Program (OEP) begins in Class 3 and is intrinsically linked to the curriculum offered at SVSS. Most classes will attend one to two camps each year (on average).</p>
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ROLE PURPOSE	<p>Camps Assistant</p> <p>The Camps Assistant (CA) will work in close collaboration with the Outdoor Education Coordinator (OEC), the Outdoor Education Assistant (OEA) and the class teachers (or the Main Lesson and/or Guardian teachers in the High School) to assist with the conduct and review of our Outdoor Education Program (OEP) on a casual 'as needed' basis.</p> <p>The OEP is 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 of our OEP is creating connections to place rather than activities. Special and beautiful locations are carefully chosen for each camp, many of which we have to work hard to get to.</p> <p>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. The OEP also helps to give form to the school's environmental sustainability policy.</p>
KEY ACCOUNTABILITIES	<p>Duty of Care</p> <p>The CA is responsible for assisting the OEC and the OEA with the conduct of a range of existing OEP's; helping to coordinate activities and catering in line with the program rationale and vision; safety and the total wellbeing of all participants.</p> <p>The CA will need to develop 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 and potential safety concerns.</p> <p>The CA will contribute to the thorough review of each school camp, including experiential and safety aspects, and can make recommendations to the OEC and OEA regarding changes that can be implemented to improve the program.</p>
PRACTICAL APPLICATION	<ul style="list-style-type: none"> • Take an assistant role in the conduct of our OEP in the field (this could be in collaboration with the OEC, or while the OEC coordinates from school) • In negotiation with the OEC, be available for camps on a casual 'as needs' basis • 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 • Assist with the organisation, maintenance, packing and preparation of equipment to support our OEP • Maintain skills and knowledge in a number of the activity areas that are relevant to our program (ie. sailing, canoeing, hiking, biking, cliff work, navigation, first aid, bronze medallion, etc) • Attend Professional Development activities to maintain and further develop skills, knowledge and qualifications

ACCOUNTABILITIES	<p>Teaching and Learning</p> <p>The CA will work collaboratively with the OEC, OEA, Class Teachers, HS Main Lesson Teachers, Guardian Teachers and Faculty Directors to support the effective delivery of each OEP.</p> <p>During Outdoor Education activities the CA will apply behaviour management strategies 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.</p> <p>The CA 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.</p> <p>The CA will assist with the preparation, organisation, storage, and maintenance of all Outdoor Education equipment and resources.</p> <p>Professional Conduct and Development</p> <p>The CA 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 OEP.</p> <p>The CA 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 and guardians, and with appropriate duty of care toward fellow colleagues and students.</p>
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