



OUTDOOR EDUCATION ASSISTANT APPLICATION PACKAGE 2020

Thank you for your interest in applying for the Outdoor Education Assistant Position at *Samford Valley Steiner School*. The position is a permanent part time contract commencing in January 2020 to work in the Primary School and the High School with students from Class 3 to 12. The package for the above position is enclosed. It is composed of:

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

Should any of the above documents be missing from your package, please contact the office on 07 3430 9600.

Please read these documents carefully before seeking further information.

Yours sincerely,

Tracey Taylor
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

Above the State Award and dependent upon experience and qualifications.

Hours of Duty

This is a permanent part-time contract position of 0.4 FTE from 1 January 2020 increasing to 0.6FTE in Term 4 and requires flexibility and overnight work on school camps.

Probation

There is a 6-month probationary period.

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)
- 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 Assessment practices
- Current Blue card

How to Apply

Your application should include:

1. A brief summary of your career, outlining relevant positions you have held and major responsibilities
2. Statements, which concisely but fully describe how you consider yourself suitable against each of the selection criteria.
3. 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 sroberts@samfordsteiner.qld.edu.au and marked *Confidential – Outdoor Education Assistant 2020*.

Closing Date

Applications close on Wednesday 27th November, 2019 at 4pm.

SELECTION PROCESS

All applications received will be acknowledged. If you do not receive confirmation of your application, 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. All applicants will be informed by Monday, 2nd December whether they have been short-listed or not.

Contacts for Further Information

If you require further information after reading this information package, please ring the office on 07 3430 9600 and arrangements will be made for the Outdoor Education Coordinator to contact you.

ROLE DESCRIPTION

POSITION DETAILS	Position Title	Outdoor Education Assistant (OEA)
	Area	Whole School
	Position Reports to	Outdoor Education Coordinator
	Role Location	Brisbane (Samford)
	Key Role Relationships	Director Education Administrators WHS officer Outdoor Education Coordinator 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 two camps each year (on average).</p>
ROLE PURPOSE	<p>Outdoor Education Assistant</p> <p>The Outdoor Education Assistant (OEA) will work in close collaboration with the Outdoor Education Coordinator (OEC) and the class teachers (or the Main Lesson teachers in the High school) to assist with the preparation, conduct and review of approximately 12 school camps per year (3 per term).</p> <p>The OEA will also be responsible for assisting with the administrative aspects of the Outdoor Education Program and must be well versed in risk management processes.</p> <p>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 Outdoor Education Program (OEP) is creating connections to <i>place</i> 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 OEA is responsible for assisting the OEC 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 OEA 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 OEA will develop an understanding of the design, implementation and review of risk assessments and associated documentation for each activity undertaken within the OEP, including excursions.</p> <p>The OEA will contribute to the thorough review of each school camp, including educational, experiential and safety aspects, and will make recommendations to the OEC regarding changes that can be implemented to improve the program.</p> <p>At times, when the OEC is unavailable due to family needs, holidays, or conflicting work commitments, the OEA may assume simple roles undertaken by the OEC.</p> <p>Teaching and Learning</p> <p>The OEA will work collaboratively with the OEC, Class Teachers, HS Main Lesson teachers and EAs to support the effective delivery of each OEP.</p> <p>During Outdoor Education activities the OEA 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 OEA 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 disability or other needs.</p> <p>The OEA 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 OEA 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 OEA 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>
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 on camp for an average of 3 weeks per Term (15 days/term) • 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

APPROVAL:	Education Administrator Name: Signature: _____ Date: _____	Outdoor Education Coordinator Name: Signature: _____ Date: _____
Received by HR/Admin:	Signature: _____	Date: _____