



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Director of Outdoor Education

Reporting to

Director of Learning and Research

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Purpose of the Role

The School provides an innovative, unique and highly effective outdoor educational programme for its students. The programmes provide the opportunity to engage in outdoor educational experiences in which healthy experimentation, risk-taking, practical skill development, resilience, teamwork and the identification of a positive lifestyle is crucial to the education of its students. Part of each programme should involve environmental and sustainability themes.

The Director of Outdoor Education is responsible for the ongoing strategic development, coordination and implementation of a progressive, cohesive and experiential skills programme for Years 2-12. While based at Senior School, the Director of Outdoor Education will oversee and coordinate the Outdoor Education programmes in all campuses. This will require a direct working relationship with various departments within the School. Teaching staff play an important part in the organisation of and participation in the camps programme at Melbourne Grammar School and this is to be maintained and enhanced.

The School has three camp facilities at Woodend, Breakfast Creek and the Banksia Peninsula, which are integral to the successful operation of the Outdoor Education programme. These facilities are the responsibility of the Director of Outdoor Education with respect to programming, development, risk management and potential external hire. It is the aim of the School to maximise the usage of these facilities. The Director of Outdoor Education will ensure the safe operation of all activities run at these venues.

Student-led camps (LGR) are an important part of the Outdoor Education programme at Melbourne Grammar School. The Director of Outdoor Education will ensure that all LGR activities comply with best practice regarding safety and operation in the outdoors.

This appointment is for a 5-year fixed-term period.

Key Internal Contacts

Headmaster	Deputy Headmaster/Head of Senior School
Head of Wadhurst	Head of Grimwade House
Outdoor Education Programme Manager	Heads of Curriculum / Teaching and Learning
Director of Human Resources	Director of Business and Finance
Property Manager	Heads of House
Health Centre	

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Programme

- Facilitate the safe operation of all Outdoor Education programmes at Melbourne Grammar School from Years 2-12
- Develop a sequential programme for Outdoor Education for Years 2-12, focusing on key skills, experiences and learning outcomes.



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- Focus on the development of the Year 7, 8 and 9 camps programme to ensure adequate preparation for Beyond The Gates (BTG) in Year 10
- Lead and coordinate the activities of the rest of the Outdoor Education team to develop camps for Years 2-9
- Provide risk management plans for all camps and Outdoor Education activities
- Complete annual budgets for Outdoor Education
- Support staff in the preparation of individual camp budgets
- Plan, organise and present at parent information evenings, as required
- Ensure that all student medical alerts are known, addressed and followed through, including discussion with Head of Campus in 'high risk' cases
- Manage quality control of all food to be taken on camp
- Manage the safe operation of LGR student-led bush walking programme
- Ensure that all Outdoor Education programmes comply with best practice procedures
- Report to the Audit and Risk Management Committee annually
- Brief the Heads of Senior School, Wadhurst and Grimwade, ensuring they have a detailed information package about each camp.

Facilities

- Oversee the management and operation of the School's camp facilities located at Breakfast Creek, Woodend and Camp Dowd
- Advise the Property Department regarding maintenance of the facilities
- Liaise with the caretaker of each facility regarding maintenance issues
- Prepare and review Emergency Evacuation plans for all facilities
- Prepare annual budgets for each facility
- Coordinate external use of facilities, as appropriate

Equipment

- Manage the Outdoor Education gear store
- Prepare annual budgets for equipment
- Provide a rental service of gear for students
- Maintain and purchase equipment as required.
- Provide instruction on the care and use of outdoor gear.

Vehicles

- Ensure the Outdoor Education school vehicles are maintained according to the relevant schedules
- Oversee and approve the booking system for staff use of school vehicles
- Maintain policy that Outdoor Education school vehicles must be used only for Outdoor Education purposes
- Organise for repair of vehicles, as required
- Manage log books for all Outdoor Education school vehicles.

Staff

- Allocate staff to camps, as required
- Provide assistance to staff regarding issue and supply of Outdoor Education gear
- Facilitate staff professional development, as required
- Formulate staff living away from home allowances
- Provide staff with a MGS handbook on procedures
- Train Outdoor Education staff in the preparation of individual camp budgets



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- Liaise with the Human Resources Department regarding all employment compliance matters
- Encourage teaching staff take part in the camps' programme
- In consultation with appropriate Outdoor Education staff members, oversee the employment of all casual staff employed to work on Outdoor Education camps
- Facilitate a staff review of their camps each year
- Manage the compilation by staff of safety, food and camp detail files required for each camp
- Ensure student Outdoor Education feedback reports are completed and distributed, as requested
- Lead staff meetings, as required.

Beyond The Gates (BTG)

- Facilitate the efficient coordination, planning and implementation of BTG
- Liaise and work in conjunction with our external provider, currently The Outdoor Education Group (OEG), in the planning and delivery of the programme
- Develop and enhance working relationships with external providers and chair meetings, as required
- Conduct student, parent and staff information sessions, as required
- Develop business relations with gear suppliers for BTG
- Encourage teaching staff involvement in BTG either as group leaders, supporters or via assistance with the programme
- Employ MGS staff representatives or alumni as Assistant Group Leaders, as required
- Provide logistics and support staff for BTG programme
- Liaise with School nurse and our external provider regarding all student medical alerts
- Provide a support service for students and parents regarding concerns about BTG
- Promote BTG to the School community
- Further develop and monitor the sequential structure of Years 7-9 camps programme to ensure students are prepared for BTG
- In collaboration with the Community Relations team and our external provider, prepare communication documentation for parents and students for BTG
- Facilitate a comprehensive annual review process of BTG
- Facilitate professional development for staff, as required.
- Ensure support staff are suitably qualified in communications, map reading, bush-craft or wilderness first aid, 4 x 4 driving and the use of a chainsaw
- Provide for the insertion and extraction of staff to and from BTG when the programme is operational
- Facilitate student training days in basic first aid
- Coordinate external staff training days and attend any required external staff days
- Organise MGS staff and external staff information and social function.

Subject Expertise

- Prepare for and conduct practical and theoretical lessons in skills relevant to Outdoor Education (e.g. Leadership, risk management, planning)
- Utilise appropriate technology in the teaching and learning of the material taught, including use of student IT devices
- Contribute to expedition, camp and other curriculum development within the department, including skills development and assessment
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to School procedures in relation to matters such as student attendance, punctuality, care of rooms, School rules, etc.
- Participate regularly in professional development



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- Other duties, as appropriate to the position.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Knowledge, Skills and Qualifications

- Possess high-level knowledge of Outdoor Education including best practice, along with relevant experience
- Demonstrate a comprehensive understanding of Outdoor Education as part of the co-curricular programme in schools and, in particular, Melbourne Grammar School
- Possess the ability to introduce initiatives and improvement to an evolving programme
- Proven leadership and management of staff
- Have knowledge and experience other than Outdoor Education
- Possess an appreciation of the vital role pastoral care plays in the education of students
- Demonstrate extensive experience in the management of people and facilities
- Possess experience in joint venture operations within a school environment
- Demonstrate the ability to contribute to other areas of the life of MGS
- Be aware of the needs related to boarding students at MGS
- Support the concept of student-led bush walking camps
- Demonstrate a preparedness to be involved in field-based activities over extended periods of time
- Demonstrate well-developed time management and organisational skills
- Demonstrate capacity to work within existing financial budgets
- Demonstrate capacity to develop appropriate administrative processes and ensure they are followed within the School
- Possess tertiary degree, in addition to relevant post graduate qualifications
- VIT registration or working with children / police check.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.