



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Outdoor Educator

Reporting to

The Director of Outdoor Education

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.

The School provides an innovative, unique and highly effective Outdoor Education Programme for all students. The program engages students in outdoor educational experiences which support a holistic education and develop their competencies, knowledge, capabilities, and dispositions, framed by the School Values.

Purpose of the Role

Outdoor Educators are responsible, in consultation with the Director of Outdoor Education, for the delivery of our sequential and high-quality outdoor education program for Years Prep-12. This requires positive working relationships and a high level of programming and facilitation expertise.

Outdoor Educators will spend most time in the outdoors, in roles working directly with small groups (10-16 students) and also supporting the work of other Outdoor Education staff. These roles involve delivering facilitation in a range of adventurous activities including bushwalking, canoeing, sea kayaking, mountain-biking, ski touring and climbing.

When not in the field, Outdoor Educators will support the organisation, maintenance and preparations of the department for year-round operations.

The School has three current camp facilities at Woodend, Breakfast Creek and the Banksia Peninsula, which are integral to the successful operation of the programs. The Outdoor Educators, with direction from the Director of Outdoor Education and Campus Leads, will be involved in providing programming, development, and risk management of these locations.

Multiple programs are conducted at remote locations in State and National Parks. Program Leads will ensure these programs are planned and operated in line with School systems and processes to meet best practice standards.

Student-led camps (LGR) are an important part of the Senior School Outdoor Education program with a seven-decade history. Outdoor Educators will ensure that all LGR activities comply with best practice regarding safety and operation in the outdoors, in collaboration with the Director of Outdoor Education.

The roster of field days will be allocated by the Director of Outdoor Education, in consultation with Campus Leads, dependent on department and individual needs. It is expected that this role will be working with students in the field for up to 115 days per year. There may be up to 35 days of rostered program setup and recce/training allocated.

Field days are deemed as days worked away from South Yarra or Grimwade, with responsibility for students. This will include positions as Group Leader, Support, or Specialist Activity staff roles. Outdoor Educators will work with students and staff from all campuses during field programs.

This position is full-time and is residential for the duration of the camps. When not on program, staff will be based at the South Yarra campus, with flexible working and location arrangements available in consultation with the Director of Outdoor Education.



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GRAMMAR SCHOOL
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Key Internal Contacts

Director of Outdoor Education	Director of Business and Finance
Head of School	Director of Learning & Research
Outdoor Education Campus Leads	Director of Human Resources
Outdoor Education Program Leads	Heads of House
Outdoor Education Staff	Risk Manager
Students	Teaching Staff

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.

Grimwade Programs:

- Facilitate and contribute to the Outdoor Education program for Years Prep to 6
- Work with Year Level leads and Grimwade Leadership
- Support the Campus Lead assigned to this campus

Wadhurst Programs:

- Facilitate and contribute to the Outdoor Education program for Years 7 and 8
- Work with Heads of House and Wadhurst Leadership
- Support the Campus Lead assigned to this campus

Senior School Programs:

- Facilitate and contribute to the Outdoor Education program for Years 9 and 10, and the LGR Bushwalking Society (Years 9-12)
- Work with Heads of House and Senior School Leadership
- Support the Campus Lead assigned to this campus

Staff Development and Training:

- Participate in staff briefings, inductions and meetings as required
- Contribute to training and induction processes in consultation with the Director of Outdoor Education
- Take part in professional development processes and systems to enhance staff ability and satisfaction

Operations:

- Support the Campus and Program Leads responsible for operations
- Coordinate the packing, preparation, usage, repair, maintenance and purchasing of equipment and store items under the direction of the relevant Campus Lead
- Assist with the preparation and ordering of food for the camp and liaise with relevant parties as required
- Maintain records regarding usage and upkeep of the facilities and equipment
- Advise the Campus Lead of equipment, facilities and property that requires attention/repair
- Assist with all pre-program preparation of gear, vehicles and catering and with post-program cleaning and maintenance
- Assist with campsite and program operational duties such as technical gear safety checks and stocktaking



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

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All Programs:

- Perform allocated roles in order to facilitate student experiences on program
- Support staff and students in the preparation of individual camp requirements
- Communicate the goals and purpose of the camp to students.
- Draw links between the school-based curriculum and activities in the field.
- Manage quality control of all food provided on camps
- Comply with MGS procedures, procedures and industry best practice
- Report to the Program Coordinators, to ensure they have accurate and timely information about program operations
- Arrange for appropriate and timely communications on issues that arise
- Oversee student discipline at camp and follow up through appropriate channels.
- Complete all pre- and post-program paperwork in a timely manner including incident reports, participants report, feedback forms.
- Ensure the safety and wellbeing (physical, mental and emotional) of participants on program is the highest priority.
- Facilitate educational outcomes and experiential learning on program in a safe manner and in line with program design.
- Lead and supervise all educational and technical outdoor activities.
- Perform dynamic risk assessment at all activities and manage risk in accordance with Standard Operating Procedures and reasonable directions from other staff members.
- Work closely with an accompanying colleague to manage a group of participants.
- Manage logistical and medical issues in the field in a safe, professional and efficient manner.
- Maintain positive communication with all parties involved in the delivery of program including program coordinator, accompanying adult, fellow staff members and client representative.
- Mentor Group Leaders in training and assist other Group Leaders within the team culture
- When required, participate in the planning and supervision of interstate and international trips with the Director of Outdoor Education

LGR:

- Attend LGR programs as rostered to provide field support to student-led bushwalking groups in a range of remote venues across Victoria and interstate
- Assist to run leadership training for student leaders, including an awareness of different leadership styles
- Document that student leaders can demonstrate appropriate leadership skills with regard to personal bushwalking skills, navigation, first-aid, radio communication, bush cooking and group social dynamics
- Promote and support the LGR program to the School community.

Health and Safety:

- Student medical alerts are communicated and addressed based on the advice of the School Nurse, Campus or Program Lead, Head of House of School
- Participate in discussions with the Director of Outdoor Education and other staff in 'high risk' student medical alert or specific needs-based cases on all camps
- Ensure that camps meet OE sector standards of staff/student ratios for activities
- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's Occupational Health and Safety Policy
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate in the resolution of safety issues



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Knowledge, Skills and Qualifications

Required

- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Must hold, or be willing to obtain, either VIT registration or a current working with children clearance
- Demonstrated experience with student groups to deliver facilitated programs and learning outcomes through adventurous outdoor activities
- Possess Remote or Wilderness First Aid qualification
- Possess a Car Licence (manual)
- Possess a Cert IV in Outdoor Leadership or higher relevant tertiary qualifications
- Experience in leading and facilitating multi-day journey programs
- Demonstrated understanding of Victorian context for Outdoor Education and a level of venue knowledge
- Possess a strong understanding of outdoor and experiential learning concepts
- Be able to apply problem-solving skills in remote settings

Desirable

- Possess an appreciation of the vital role pastoral care plays in the education of students
- Be aware of the needs related to boarding students at MGS
- Support the concept of student-led bush walking camps
- Demonstrate experience in providing emergency responses
- 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 adhere to administrative processes
- Demonstrate a commitment to furthering inclusion, values and the culture of Outdoor Education at MGS
- Possess appropriate outdoor activity qualifications – bushwalking is a requirement, and preference for flat-water, moving water, sea kayaking and mountain biking

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.



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Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

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