



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Outdoor Education Program Lead

Reporting to

Director of Learning & Research through 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 Program 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

The three Outdoor Education Program Leads are responsible, in consultation with the Director of Outdoor Education and Heads of Campus, for the ongoing development, coordination and implementation of a sequential and high-quality outdoor education program for Years Prep-12. This requires positive working relationship with various departments within the School and across campuses.

The Program Leads will each administer a portfolio of responsibilities as well as supporting an Outdoor Education Campus Lead in managing programs for that campus.

The campus support roles are:

- Grimwade Programs: Years Prep to 6
- Wadhurst Programs: Years 7 and 8
- Senior School Programs: Years 9 and 10, and the LGR Bushwalking Society (Years 9-12)

The management portfolios held by management staff are:

- Staffing – Rostering and Recruitment
- Education – Student Learning
- Education – Staff Development
- Operations – Resources
- Operations – Bookings
- Operations – Catering

The portfolios will be allocated by the Director of Outdoor Education, in consultation with Program Leads and Campus Leads, dependent on department and individual needs.

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 Education Program Leads, in consultation with the Director of Outdoor Education and Campus Leads, will have responsibility for maintenance, 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. Program Leads 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.

This position is required to work up to 100 days in the field per year. Field days are deemed as days worked away from South Yarra or Grimwade with responsibility for students. This will include positions as Program Coordinator, and Group Leader, Support, or Specialist Activity staff roles. Program Leads will work with students and staff from all campuses during field programs regardless of held portfolios.



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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.

Key Internal Contacts

Director of Outdoor Education	Director of Business and Administration
Heads of School	Director of Learning & Research
Outdoor Education Campus Leads	Director of Human Resources
Outdoor Education Staff	Heads of House
Students	Risk Manager
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:

- Support the management and development of the Outdoor Education program for Prep to 6
- Work with Campus Lead, Year Level leads and Grimwade Leadership

Wadhurst Programs:

- Support the management and development of the Outdoor Education program for Years 7 and 8
- Work with Campus Lead, Heads of House and Wadhurst Leadership

Senior School Programs:

- Support the management and development of the Outdoor Education program for Years 9 and 10, and the LGR Bushwalking Society (Years 9-12)
- Work with Campus Lead, Heads of House and Senior School Leadership

Education – Student Learning:

- Review, develop and enhance resources and curriculum for field use by staff and students
- Work with the Director of Outdoor Education, Director of Learning & Research, and individual responsible for Education - Staff Development, to build Outdoor Education staff educational understanding and capacity
- Enhance program design, through performing structured review and research
- Collaborate with the Lead responsible for Staff Development on aligning teaching and learning practices

Education – Staff Development:

- Lead staff briefings, inductions and meetings as required
- Prepare training and induction processes in consultation with the Director of Outdoor Education
- Implement professional development processes and systems to enhance staff ability and satisfaction
- Organise training providers internally and externally as required
- Liaise with the Lead responsible for Staffing to achieve desired outcomes
- Collaborate with the Lead for Student Learning on aligning teaching and learning practices
- In collaboration with the Director of Outdoor Education, adhere to allocated budget for staff training



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Operations – Resources/Bookings/Catering

- Manage School vehicle and trailer fleet, including records and maintenance
- In collaboration with the Director of Outdoor Education:
 - Coordinate the Outdoor Education gear store and resources
 - Contribute to the preparation of annual budgets for equipment
- Maintain, lease and purchase equipment, as required
- Manage bookings and notifications with third parties such as accommodation providers, land managers, and external activity and service providers, in consultation with relevant School stakeholders
- In consultation with the Director of Outdoor Education, oversee the operation of the School's camp facilities located at Breakfast Creek, Woodend and Camp Dowd
- Advise the Director of Outdoor Education regarding maintenance of the facilities
- Review Emergency Evacuation plans for all facilities with the School Risk Manager
- Coordinate external use of facilities, as appropriate
- Advise the Director of Outdoor Education of facilities and property that requires attention/repair
- Oversee the preparation and ordering of food for the camp and liaise with relevant parties as required
- Develop contemporary menus which are nutritious, filling, appealing and educational
- Develop individual plans for staff and students with additional dietary requirements
- In collaboration with the Director of Outdoor Education, adhere to allocated budget for catering

Staffing:

- Allocate existing Outdoor Education staff to camps and roles, as required and within guidelines provided by the Director of Outdoor Education and Human Resources Department
- Ensure that staff recommended for recruitment are appropriately qualified and experienced, and liaise with Human Resources regarding their employment, including all compliance matters, in a timely fashion. This includes interviewing and referee checks for prospective staff.
- Ensure casual timesheets are submitted accurately and in a timely fashion to Payroll
- Facilitate staff feedback processes
- Liaise with the Lead for Staff Development to achieve desired outcomes

All Programs:

- Liaise with the Director of Outdoor Education and Campus Leads to ensure that risk management plans are in place for camps and Outdoor Education activities
- Facilitate the safe operation of Outdoor Education programs at Melbourne Grammar School from Prep-12
- In consultation with Campus Leads, the Director of Outdoor Education and Heads of Campus, support the delivery of each sequential program for Outdoor Education for Years Prep-12
- Develop the Years Prep-9 camps program to ensure satisfactory student preparation for Beyond The Gates (BTG) in Year 10
- Support staff in the preparation of individual camp requirements. Supporting staff personally or supporting staff so they can support students in their preparation.
- Draw links between the school-based curriculum and activities in the field.
- Manage quality control of all food provided on camps
- Assist the Campus Leads and Director of Outdoor Education in ensuring that the Outdoor Education Program complies with best practice procedures
- Support the responsible management of extensive gear, equipment and vehicle resources
- Report to the Campus Leads, ensuring they have detailed information about each camp
- Report to the Campus Lead for Rostering on casual staff timesheets for Payroll purposes
- Assist in overseeing student discipline at camp and contact parents where appropriate
- Assist with the running of interstate and international trips and tours in consultation with the Director of Outdoor Education



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Health and Safety:

- Liaise with School Nurses and Heads of Campus and Heads of Houses regarding all student medical alerts for individual camps
- Ensure that camp and medical forms are circulated and collected and that student medical alerts are communicated, addressed, and acted upon
- Hold discussions with the Director of Outdoor Education and/or Heads of Campus in 'high risk' student medical alert or specific needs-based cases on all camps
- Ensure that camps meet industry standards of staff/student ratios for particular activities (especially water-based 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, where required, in the resolution of safety issues.
- Taking responsibility for the specific medical and dietary requirements of students

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
- Hold working knowledge of the Outdoor Education sector including best practice, along with relevant experience
- Possess a Car Licence (manual)
- Possess a Cert IV in Outdoor Leadership or higher relevant tertiary qualifications
- Possess Remote or Wilderness First Aid qualification
- Possess appropriate bushwalking outdoor activity qualifications
- Demonstrate a comprehensive understanding of Outdoor Education as part of the co-curricular program in schools
- Proven leadership and management of staff
- Demonstrate experience in the management of people and facilities
- Demonstrate a preparedness to be involved in field-based activities over extended periods of time
- Demonstrate well-developed time management and organisational skills

Desirable

- Demonstrate the ability to contribute to other areas of the life of Melbourne Grammar School
- Possess appropriate outdoor activity qualifications – preference for flat-water, moving water, sea kayaking, ski touring and mountain biking
- Knowledge of, or capacity to learn, database management systems including Synergetic, Canvas and Asana
- Demonstrate capacity to work within existing financial budgets
- Possess the ability to introduce initiatives and improvement to an evolving department
- Demonstrate capacity to adhere to administrative processes
- Be aware of the needs related to boarding students at MGS
- Have knowledge and experience beyond Outdoor Education
- Possess an appreciation of the vital role pastoral care plays in the education of students
- Support the concept of student-led bush walking camps



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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.

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.