



POSITION DESCRIPTION

COORDINATOR OF OUTDOOR EDUCATION

POSITION HOLDER:	Vacant
PERIOD OF APPOINTMENT:	Permanent
SECTION:	Whole School
POSITION REPORTS TO:	Director of Teaching & Learning
REPORTS TO POSITION:	Outdoor Education Teachers, Teaching Assistant and Guides
STUDENT CARE:	Yes
TIME RELEASE:	25 days per year
ALLOWANCE:	Level 4 annual responsibility allowance The Friends' School (Teachers) Enterprise Agreement 2024

OVERVIEW OF ROLE AND RESPONSIBILITIES

The Coordinator of Outdoor Education will work closely with the Director of Teaching & Learning and the Heads and Deputy Heads of Campus to ensure that the School's Purpose & Concerns are comprehensively delivered in holistic natural and classroom based learning experiences. The program extends from Prep-12 and crosses IB, VET, TCE and National Curriculum learning areas. A large focus is placed on the social, emotional, physical, mental and spiritual dimensions of human development.

Outdoor Education uses physical educational challenges and adventures in a natural environment to aid each student's growth. Emphasis is placed on developing students' social skills and building their outdoor and environmental skills and knowledge.

The Coordinator of Outdoor Education is responsible for managing all aspects of the Outdoor Education Curriculum (Prep to Year 12) at the School.

PRIMARY DUTIES

- Teaching and coordinating Outdoor Education from Prep – Year 12.
- Work with Director of Teaching a learning to develop a school wide scope and sequence for Outdoor Education.
- Work with classroom teachers to integrate outdoor education principles into the broader curriculum, ensuring a holistic approach to student learning.
- Ensuring the Outdoor Education program is in alignment with the School's Purpose & Concerns.

- Promote and implement sustainable practices within the Outdoor Education program, ensuring that all activities align with environmental conservation principles and the school sustainability objectives.
- Regularly evaluate the effectiveness of Outdoor Education programs, using data and feedback to make informed decisions about future activities and improvements.
- Planning and organising activities and expeditions.
- Developing and implementing the Outdoor Education budget in conjunction with the Director of Teaching & Learning.
- Prepare the calendar of events for the Outdoor Education team and liaise with the Business Office to add into the School calendar.
- Undertake bookings for specific camps and programs.
- Undertake equipment maintenance, stocktakes and purchases.
- Manage and supervise Outdoor Education staff.
- Induct, supervise, and manage new and current Outdoor Education teaching staff.
- Support staff in understanding the systems used in the Outdoor Education space.
- Attend new staff day to support new Outdoor Education staff.
- Facilitate and coordinate professional development opportunities for Outdoor Education staff to ensure continuous improvement and upskilling.
- Delegate sections of the program to Outdoor Education colleague staff.
- Manage and allocate outdoor education staff loadings.
- Recruiting casual staff through the School's human resource processes.
- Work with human resources to ensure all staff have their required recruitment and training documentation in place.
- Supervising casual outdoor education staff.
- Support and supervise a Teaching Assistant allocated to assist with Outdoor Education programs.
- Liaising closely with other staff in the Outdoor Education program and the wider School community.

- Promote the suite of Outdoor Education courses at parent information evenings for students in Years 7 – 12.
- Represent the School as a member of Outdoor Education Tasmania.
- Collaborate with the schools marketing team to promote Outdoor Education through photos and writing.
- Be an active member of the Work Health & Safety Committee meetings.
- Development of procedures.
- Review of incidents and reports.
- Collaborate with the Risk Committee to manage ongoing outdoor education risks.
- Update and manage Outdoor Education risks on the School's risk register.
- Work with Outdoor Education staff to coordinate in-field emergency responses.
- Create and implement emergency communication protocols for staff working in Outdoor Education.
- In collaboration with the Risk and Compliance Manager, develop and implement crisis management plans specifically tailored to outdoor education scenarios, ensuring preparedness for emergencies.

DELEGATIONS

- Purchase of outdoor education equipment in consultation with the Director of Teaching and Learning and the Heads of Campus K-6, 7-8 and 9-12

KEY RELATIONSHIPS

- Heads and Deputy Heads of Campus
- Heads of House 9-12
- House and Student Leadership Coordinator
- Director of Access & Inclusion
- Access & Inclusion teaching staff
- Teaching colleagues across the School
- Risk and Compliance Manager

S E L E C T I O N C R I T E R I A

1. Relevant tertiary qualifications and be a qualified teacher with full registration or working toward full registration with the Tasmanian Teachers Registration Board. Full registration would need to be achieved by the end of the first year of employment for this role to continue.
2. Have extensive experience in outdoor education programs in a school environment preferably with broad experience from Prep – Year 12.
3. Have a Wilderness First Aid Certificate or equivalent, a bus licence or capacity to attain this, hold current qualifications in a variety of outdoor disciplines and be willing to participate in ongoing professional learning.
4. Have current leadership and management experience
5. Have highly developed communication and interpersonal skills
6. Proven ability to manage administrative tasks efficiently, with strong organisational and planning skills.
7. Extensive expertise across a wide range of outdoor activities.

I have read and understood the expectations of this revised position description:

Name: Date:

Signature: