



# MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs which are respectful and responsive to the individual needs of approximately 1,750 students from Years 7-12.

## Our community

- Invites passionate engagement in lifelong and authentic learning
- respects diversity and is responsive to individual wellbeing needs
- supports every member of our community in the pursuit of excellence

## Outdoor Education Teacher/Assistant

Outdoor Educators are responsible for leading, organising and delivering a comprehensive and safe educational program.

The ideal person will have a passion for educational field work and possess a broad range of knowledge and skills that will assist students to participate in a variety of physically challenging activities and environments.

To succeed in this role, you must be highly organised, adaptable to multiple and unpredictable environments, have a commitment to working safely and have a friendly, calm and approachable attitude, suitable for working in small teams and with students.

Physical requirements for this role include bushwalking, cycling, canoeing, rock climbing, cross country skiing, surfing, mountain bike riding, snorkeling and camping.

### What you need to have:

- A friendly, calm and approachable attitude, suitable for working with students
- Demonstrated experience in leading or participating in relevant outdoor activities
- Experience working with groups of young people
- A demonstrated commitment to working in a Catholic Education environment

### Knowledge Skills & Abilities:

- Relevant qualifications in outdoor education (preferred, but not essential)
- Teacher qualifications (preferred, but not essential)
- Qualifications in First Aid, CPR, Asthma and Anaphylaxis management
- Excellent written and verbal communication skills

### Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College - Application for Employment Form
- A current resume
- A covering letter



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Completed applications can be emailed to [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

Applications will close **Monday 6 May 2024**. Applications will be considered as they are received, and an appointment may be made anytime throughout the process.

**Further information** If you have any questions about this role please contact Michael Trainor, Director People & Culture on 0439 560 092.



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## Position Description

<b>Position</b>	Outdoor Educator (Teacher)
<b>Overview</b>	<p>Outdoor Educators are responsible for leading, organising and delivering a comprehensive and safe educational program.</p> <p>The ideal person will have a passion for educational field work, and possess a broad range of knowledge and skills that will assist students to participate in a variety of physically challenging activities and environments.</p> <p>To succeed in this role, you should be physically fit, adaptable to multiple and unpredictable environments, have a commitment to working safely and have a friendly, calm and approachable attitude, suitable for working in a small team and with students.</p> <p>The objectives of outdoor education are to provide students with an opportunity to develop:</p> <ul style="list-style-type: none"><li>• awareness of the environment</li><li>• personal accountability, responsibility and teamwork skills</li><li>• a strong sense of community</li><li>• leadership and problem-solving skills</li><li>• recreational skills</li></ul> <p>Physical requirements for this role include: bushwalking, cycling, canoeing, rock climbing, cross country skiing, surfing, mountain bike riding, snorkelling and camping.</p>
<b>Duries and Responsibilities</b>	<p>The role of the Outdoor Educator is to:</p> <ul style="list-style-type: none"><li>– plan, participate and evaluate outdoor education programs, day trips and excursions as required</li><li>– lead and instruct outdoor education programs as required</li><li>– prepare, collect and collate all necessary documentation including bookings, parent permission forms, risk management documentation, council permits, land owner permissions and licences as required</li><li>– ensure all activities have been budgeted for, with invoices and expenses submitted for approval in line with College processes</li><li>– prepare risk management documentation for outdoor education programs and activities, ensuring all appropriate risk mitigation actions are implemented in line with College requirements</li></ul>



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	<ul style="list-style-type: none"> <li>– source, purchase and prepare all food, ensuring that individual needs have been catered for e.g., allergies</li> <li>– ensure all equipment for outdoor activities is in good working order, clean and well maintained prior to and after each use</li> <li>– prepare all students for outdoor activities through classroom-based learning prior to participating in outdoor activities</li> <li>– ensure that all known medical conditions of participants have been considered and appropriate mitigation and response plans are understood</li> <li>– complete regular audits on equipment ensuring damaged, lost and faulty equipment is repaired, replaced and/or upgraded as required</li> <li>– transport or arrange transportation as required. If using a MacKillop bus then ensuring it is returned clean and with a full tank of petrol</li> <li>– assist homeroom teachers in the organisation for programs</li> <li>– regularly communicate and debrief with the Outdoor Education Leader after each outdoor activity, evaluating the successes and issues arise as they arise</li> <li>– record all incidents and providing relevant notes to the college first aid officer and Outdoor Education Leader</li> <li>– maintain accurate records of student attendance and participation</li> <li>– administer first aid in compliance with established guidelines.</li> <li>– ensure first aid kits are maintained and available for use in the field</li> <li>– always carry a phone to seek assistance as required from another team or emergency services</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>– ensure all marking requirements for student work and assessment tasks is completed, and feedback provided in a professional and timely manner</li> <li>– provide written reports for families which clearly reflect the student’s approach to learning, performance on a range of assessment tasks, strengths, challenges and recommended future learning strategies</li> <li>– participate in Student Progress Interviews as required</li> <li>– initiate family contact in cases where student behaviour or academic performance need to be addressed</li> <li>– respond promptly to family requests for information, return phone calls and answer email</li> <li>– provide meaningful and regular feedback to each student on their progress</li> </ul>
<p><b>Learning Environment</b></p>	<ul style="list-style-type: none"> <li>– create and maintain a safe and challenging learning environment</li> <li>– promote positive, respectful and encouraging relationships</li> </ul>



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	<ul style="list-style-type: none"> <li>– implement appropriate behaviour management strategies and the use of restorative practices.</li> <li>– establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour</li> <li>– establish clear learning expectations for students based on individual need</li> <li>– create a stimulating learning environment by using a variety of teaching strategies and activities</li> </ul>
<p><b>Work Health and Safety</b></p>	<p><i>MacKillop College is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable.</i></p> <p>To achieve this all employees must:</p> <ul style="list-style-type: none"> <li>– take reasonable care for their own health and safety</li> <li>– take reasonable care for the health and safety of others who may be affected by their acts or omissions</li> <li>– cooperate with anything MacKillop College does to comply with OHS requirements</li> <li>– comply with all <i>Safe Working Procedures</i> at all times</li> <li>– use appropriate <i>Personal Protective Equipment (PPE)</i> as required</li> <li>– periodically update their employer about any medical condition they have that:             <ul style="list-style-type: none"> <li>• is life threatening or may require Emergency Services to be called</li> <li>• could impact on their ability to perform their duties</li> </ul> </li> <li>– complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed</li> <li>– not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare</li> <li>– report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.)</li> <li>– work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues</li> <li>– undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity</li> <li>– contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures</li> </ul>
<p><b>General Expectations</b></p>	<ul style="list-style-type: none"> <li>– uphold the professional standards expected of a teacher</li> </ul>



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	<ul style="list-style-type: none"> <li>– support the Victorian Catholic Education Authority (VCEA) ‘Statement of Principles Regarding Catholic Education</li> <li>– stay informed by reading Principal Memo, all school emails and other school correspondence on at least a weekly basis and respond appropriately</li> <li>– abide by all College policies and procedures</li> <li>– <b>work collaboratively and build effective working relationships</b></li> <li>– <b>ensure MacKillop Colleges’ public image, professional reputation and best interest is represented through all interactions and activities</b></li> <li>– model a professional approach for all staff, including conduct, language, and professional dress</li> <li>– where practicable, attend all relevant school meetings, liturgies, open days, staff faith and professional development days and other events as required by the Principal</li> <li>– participating in College functions and events</li> <li>– observe the strictest confidentiality of all sensitive and private information</li> <li>– actively contribute to the care of College equipment, resources and classrooms</li> </ul>
<p><b>Other duties</b></p>	<p>It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects.</p> <p>All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal</p>
<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>– a demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>– a demonstrated understanding of the Church’s teachings and the Catholic teacher’s role in the mission of the Church</li> <li>– a demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>– a capacity to integrate the Church’s teachings into all aspects of curriculum</li> </ul>
<p><b>Commitment to Child Safety</b></p>	<ul style="list-style-type: none"> <li>– ensure students are provided with a child safe environment</li> <li>– be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>– demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing</li> </ul>



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	<ul style="list-style-type: none"> <li>– implement strategies which promote a healthy and positive learning environment</li> <li>– demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)</li> <li>– demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>– report any concerns relating to child safety immediately</li> <li>– be a suitable person to engage in child-connected work</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>– maintain required qualifications and competencies for all outdoor education activities as required</li> <li>– maintain current accreditation to provide First Aid &amp; CPR, and complete asthma and anaphylaxis training</li> <li>– support a performance and development culture</li> <li>– complete annual Child Protection and Mandatory Reporting training</li> <li>– commit to ongoing professional development in your teaching methods</li> <li>– maintain required ICT skills for learning and teaching</li> <li>– participate in the annual review meeting process</li> </ul>
<p><b>Education and Experience</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• VIT registration (if qualified as a Teacher)</li> <li>• Qualifications in First Aid, CPR, Asthma and Anaphylaxis management</li> <li>• Significant experiences in participating or leading outdoor experiences</li> <li>• Excellent written and verbal communication skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Relevant qualifications in outdoor education (preferred, but not essential)</li> <li>• Teacher qualifications (preferred, but not essential)</li> <li>• relevant post-graduate studies (or working towards such qualifications)</li> </ul>
<p><b>Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>– contemporary knowledge of the subject matters</li> <li>– understanding of effective teaching strategies to develop engaging learning activities (if a teacher)</li> <li>– application of behaviour management and Restorative Practices</li> <li>– understanding of a range of teaching and assessment strategies to suit the needs of a diverse range of students</li> <li>– ability to create an engaging and contemporary learning environment</li> </ul>



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	<ul style="list-style-type: none"><li>– demonstrated ability to incorporate the use of electronic technology into teaching and learning</li><li>– ability to reflect critically on professional teaching practice</li><li>– ability to work as part of a team</li><li>– excellent interpersonal and communication skills, including the ability to communicate with students, families and the wider school community</li><li>– ability to manage tasks with minimal supervision</li><li>– ability to develop and maintain excellent working relationships</li><li>– ability to collaborate</li><li>– demonstrated organisational and time management skills with strong attention to detail</li></ul>
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I accept the above duties for the position at MacKillop College

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_