



# The Scots College

Sydney Australia

## Role Description – Coordinator of Outdoor Education – Glengarry Campus

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together."

*Scots to the Fore: Brave Hearts, Bold Minds – College Strategic Intent 2015-2025*

- 1. Position Title:** Coordinator of Outdoor Education – Glengarry Campus, Kangaroo Valley
- 2. Role Purpose:**

The Coordinator of Outdoor Education is accountable for the management and ongoing creative development of the Outdoor Program, in alignment with the Glengarry philosophy. The Coordinator of Outdoor Education plans, directs, and coordinates outdoor educational experiences, in consultation with the Glengarry Leadership Team and is also involved in delivering the Outdoor Education program. The role has a strong focus on Risk Management and operational safety.

The Coordinator of Outdoor Education has the specific requirement to coordinate, document, and evaluate the Glengarry Outdoor Education program as rigorous, content rich learning experiences, in alignment with the College T to 12 program.
- 3. Location:** Glengarry Campus – Kangaroo Valley, NSW  
(This is a Residential Campus and accommodation is provided on-site)
- 4. Responsible To:** Director of Glengarry Campus
- 5. Principal Relationships:** Principal, Director of Glengarry, Campus Operations Manager, Head of Academic and Student Life, Head of Students, Head of Curriculum
- 6. Key Accountabilities:**
  - Keep the Director apprised of key Outdoor Educational matters.
  - Inform the Director of Glengarry of any urgent outdoor program issues.
  - Raise the profile of the Outdoor Education program in the Outdoor industry
  - Ensure that all Outdoor Education learning programs, learning outcomes, assessment, and reporting procedures are aligned with best practice.
  - Contribute to the development and implementation of an Outdoor Education learning framework, aligned to the Glengarry Vision and College's Experiential Education Framework.

## 7. Key Tasks and Expected Outcomes:

The position of Coordinator of Outdoor Education at the Glengarry Campus is a 3-year contract role, with the opportunity to renew. This is a residential role that will require the successful applicant to reside on site.

Position Responsibilities	Core Activities	Key Performance Indicators
<p><b>Oversight of Outdoor Educational Program</b></p>	<p>General</p> <ul style="list-style-type: none"> <li>• coordinate current and future extended hike programs</li> <li>• monitor the quality of Outdoor Education programs and standard of student engagement</li> <li>• ensure that Outdoor Education programs meets industry standards and requirements</li> <li>• professionally lead/co-lead/instruct activities within the outdoor program</li> <li>• assist with the preparation of the campus calendar</li> <li>• develop and implement Outdoor Education policies</li> <li>• submit annual budget requests and control expenditure related to outdoor education matters</li> <li>• facilitate the development and documentation of the Outdoor Education program so that it caters for the diverse range of student abilities</li> <li>• assist with staff development and induction programs</li> <li>• collaboratively integrate outdoor and academic programs.</li> </ul> <p>Administration of Hike Program</p> <ul style="list-style-type: none"> <li>• plan logistics of hike program</li> <li>• preparation and delivery of weekly hike briefings</li> <li>• organisation of Transport</li> <li>• oversee the maintenance of all outdoor equipment</li> <li>• liaise with personnel at National Parks and Police</li> <li>• selection and distribution of food/drink.</li> </ul> <p>Assessment and Reporting</p> <ul style="list-style-type: none"> <li>• plan for and implement intentional, assessed, formative Outdoor experiences for students, in alignment with the Glengarry vision and formative framework</li> <li>• synthesise individual student data for the preparation of end of term and final academic reports</li> <li>• ensure assessment and reporting procedures compliment best practice teaching and learning</li> <li>• ensure that appropriate programming, registration and assessment guidelines are followed.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of student engagement</li> <li>• student feedback</li> <li>• staff feedback</li> <li>• parent feedback</li> <li>• students reflect effectively on their learning experience.</li> <li>• appropriate policies are in place</li> <li>• industry, NARTA, and College compliance</li> <li>• students are given appropriate support.</li> </ul> <ul style="list-style-type: none"> <li>• High quality programs</li> <li>• high quality pedagogy</li> <li>• duke of Edinburgh scheme successfully implemented.</li> </ul> <ul style="list-style-type: none"> <li>• Compliance and quality of planning, assessment and reporting</li> <li>• effective student tracking processes are implemented.</li> </ul>

<b>Communication on Outdoor Education Matters:</b>	<ul style="list-style-type: none"> <li>• Keep the Director of Glengarry apprised of key Outdoor Education matters and urgent outdoor or safety issues</li> <li>• communicate policies effectively to all stakeholders</li> <li>• communicate with parents on Outdoor Program matters</li> <li>• collect and distribute outdoor information for students (to and from the Senior School), when required</li> <li>• raise the profile of the Outdoor Education program in the industry at Glengarry</li> <li>• organise pre/post-hike briefings for staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication between Glengarry and Bellevue Hill campuses</li> <li>• parent feedback</li> <li>• policies disseminated to staff/students/parents</li> <li>• records effectively maintained and stored.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Continually monitor, appraise and evaluate Risk Management within the Outdoor Education Program.</li> <li>• promote an intentional culture of safety amongst staff and students at Glengarry</li> <li>• improve, implement and monitor Risk Management policies and procedures within the Outdoor Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies, procedures and practices implemented and up-to-date</li> <li>• site procedures and documentation for visitors is compliant.</li> </ul>
<b>Related Duties</b>	<ul style="list-style-type: none"> <li>• Rostered morning and evening dormitory supervision</li> <li>• participate in the pastoral, student mentoring and formative aspects of the program</li> <li>• carry out supervisory duties as required e.g. lunch duty</li> <li>• participate in the run/ride program</li> <li>• attend weekly outdoor staff meetings and fortnightly whole staff meetings</li> <li>• assist with the running of the Glengarry campus</li> <li>• collaboratively contribute to the development of the broader Glengarry program</li> <li>• participate in College functions, including speech nights and parent/student functions</li> <li>• communicate effectively and work collaboratively with colleagues, parents and caregivers.</li> </ul>	<ul style="list-style-type: none"> <li>• Reliability and timeliness in performing rostered duties</li> <li>• peer and parent feedback</li> <li>• implementation of new program improvement initiatives.</li> </ul>
<b>Program Synthesis</b>	<ul style="list-style-type: none"> <li>• Align Glengarry operational program with Glengarry Student Formation philosophy</li> <li>• improve practices towards excellence through the Campus-wide accountability processes for all staff.</li> </ul>	<ul style="list-style-type: none"> <li>• High quality Outdoor Education programs</li> <li>• high quality pedagogy</li> <li>• student engagement.</li> </ul>

## 8. Selection Criteria

Essential:	Desirable:
<p>Cert IV, Diploma or Degree in Outdoor Recreation with recognised competency in at least four of the following areas:</p> <ul style="list-style-type: none"> <li>• Bushwalking</li> <li>• navigation</li> <li>• mountain Biking</li> <li>• flat water canoeing/kayaking</li> <li>• abseil natural and artificial surfaces/structures</li> <li>• climbing natural and artificial surfaces/structures</li> <li>• caving</li> <li>• at least four-years group leading experience at Cert IV level</li> <li>• demonstrated leadership experience and staff management, including conflict management skills</li> <li>• remote or Wilderness First Aid Certificate</li> <li>• royal Life Saving Bronze Medallion</li> <li>• experience in leading best practice outdoor and life skills programs</li> <li>• passion for the potential of residential community for holistic growth of young people.</li> <li>• effective interpersonal communication skills</li> <li>• ability to infuse the Christian ethos into teaching practice</li> <li>• commitment to personal ongoing learning</li> <li>• professional and personal integrity</li> <li>• flexible, collaborative, proactive and innovative</li> <li>• full Driver's Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in academic development involving pastoral care and student formation</li> <li>• boarding/residential experience</li> <li>• experience in modelling critical analysis and problem-solving skills</li> <li>• ability to live and work in a small, remote community</li> <li>• an interest in health and fitness</li> <li>• Light Rigid Licence.</li> </ul>