



OUTDOOR EDUCATOR – SANTA MONICA POSITION DESCRIPTION

Position Title:	Outdoor Educator – Santa Monica		
Classification:	ESB 2	No. Direct Reports: 0	FTE: 1.0
Reports to:	Head of Outdoor Education - Santa Monica	Fixed Term: X Ongoing <input type="checkbox"/>	

Position Expectations	Child Safety <ul style="list-style-type: none"> A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards. Working familiarity with Child Safe requirements and expectations. Responsible for applying the College's Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct. Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values. 		
Position Summary:	<p>Reporting to the Head of Santa Monica, the function of the Outdoor Educator is to deliver, evaluate, improve and facilitate the Santa Monica Yr 9 residential stay program, consistent with the philosophy, policy and practice prescribed by the College. Key attributes of this role require the Outdoor Educator to have sound skills, knowledge and an understanding of the social, emotional, physical and spiritual learning that occurs throughout an experiential learning program and those associated skills to support this experience.</p>		
Position Characteristics	Significant internal/external relationships	Internal <ul style="list-style-type: none"> Santa Monica Educators Year Level Leaders Year Level Homeroom Teachers College Students External <ul style="list-style-type: none"> External bodies 	

Key Responsibilities and outcomes	1. Working closely with the Outdoor Educators, ensure student development	<ul style="list-style-type: none"> • Education, engagement, supervision and safety of students • Focus on the students' educational and pastoral needs • Facilitation of safe, and effective learning activities • Encourage and assist student participation in outdoor recreation experiences • Encourage and contribute to Santa Monica being a healthy, safe place of work • Support College regulations/policies/procedures/practices
	2. Working closely with the Outdoor Educators, deliver instructional practice	<ul style="list-style-type: none"> • Attend to the individual needs and personal development of each student. • In collaboration with the Outdoor Educators, assist with the delivery of safe, educational programs which foster the social, emotional, cognitive, physical and aesthetic growth of each student. • Create flexible and safe environments which facilitate learning through inquiry and teamwork, enabling students to engage safely, reflect, experiment and discover.
	3. General, Administrative and other duties	<ul style="list-style-type: none"> • Work collaboratively to deliver and maximise learning with Santa Monica Outdoor Educators. • Ability to work independently at an exceptional standard. • Perform additional duties as requested by The Head of Santa Monica.

Criteria	Capabilities and Behaviours	Communicate effectively	<ul style="list-style-type: none"> • Communicates clearly and effectively at all levels. • Strong written and oral communication skills. • Well-developed listening skills.
		Interpersonal skills	<ul style="list-style-type: none"> • Effectively deals with others, both internally and externally in a professional manner. • Ability to remain calm and composed when faced with challenging situations. • Diligent in following up on matters.
		Confidentiality	<ul style="list-style-type: none"> • Ability and preparedness to deal with confidential documentation and information in the strictest confidence, at all times.
		Foster teamwork	<ul style="list-style-type: none"> • Be able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the College effectiveness. • Plan and coordinate allocated tasks to meet program objectives and share ideas about methods to improve administrative practices. • Ability to reflect on and improve programmatic needs within the Santa Monica experience
		Organisational ability	<ul style="list-style-type: none"> • Demonstrates high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
		Initiative	<ul style="list-style-type: none"> • Highly motivated. • Ready to act without waiting for directions. • Self-starting and self-disciplined.

	Knowledge and Experience	<ul style="list-style-type: none"> • Ability to effectively facilitate group work and educational programs. • Experience in working with adolescent males in the Year 9 age bracket. • Overt awareness of student safety, risk management and risk mitigation. • Well-developed interpersonal skills. • Proactive and respectful Role Model. • Sensitivity to students' personal, social and academic differences. • Ability to provide prompt feedback to students, parents and relevant colleagues regarding students. • Strong organisational skills and attention to detail. • Active contributor to Santa Monica being a healthy, safe place of work for students, staff and parents. • A passion for growth, empathy, compassion and making an impact
	Qualifications	<p><u>ESSENTIAL -</u></p> <ul style="list-style-type: none"> • A Qualification in Outdoor Recreation or Education (Certificate IV level or higher); • Wilderness or Remote First Aid; • Working with Children Check • VIT or National Police Records Check <p>Applicants with the following will be highly regarded</p> <ul style="list-style-type: none"> • Community Surf Bronze Award/Surf Rescue Certificate • Surfing Australia 'Foundation Coach' Certificate. • Canoeing Flat Water Instructor • Light Rigid Bus Licence • Hiking and Mountain Biking experience •

Signature

Employee

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: _____

Signature: _____

Date: _____