



POSITION DESCRIPTION

Casual Outdoor Educator

Reporting to	Outdoor Education Coordinator
Location	Based at MRSS 213 Wonga Rd WARRANWOOD VIC and other sites both within and outside of Victoria.
Tenure	Casual
Date created/ended	October 2024

Employees Name:
Employees Signature:
Date:
Managers Name:
Managers Signature:
Date:
MRSS HR & Accounts Representative:
MRSS HR & Accounts Representative Signature:
Date:

POSITION

The Outdoor Educator is a specialist position for those with Outdoor Education qualifications, responsible for contributing to the delivery of the Melbourne Rudolf Steiner School (MRSS) Outdoor Education curriculum from class 3 to 11. Working hours vary, depending on the type of program and include overnight duties. There is also occasional weekend work.

The tenure is casual.

KEY ROLE RELATIONSHIPS

- Permanent Outdoor Education staff
- Students
- Class Teachers and Guardians
- OHS
- All Staff
- Parents and the whole school community

THE ROLE

Outdoor Education is a specialised teaching area within our school. The position requires highly skilled educators who can engage and teach students in years 3-11 and support the delivery of the schools' unique outdoor education program that is an integral part of the Steiner curriculum at MRSS.

Since its beginnings in the early 1970s, MRSS has always cherished the connection between the natural world and the children within its care. The school runs camps across most year levels, with a focal point being an extended multi-camp program in Year 9. The primary ethos of connection with the natural world has remained unchanged over this time and has been driven by a dedicated team of Outdoor Education Teachers.

Historically we have offered an extensive place-oriented program, provided to children as a cohesive sequence of trips from Class 3 through to Year 11. A variety of activities, such as bushwalking, canoeing, surfing, rock climbing, snorkelling and cycling, allow students to engage deeply with a wide variety of different places through a mobile program. The existing program may be adapted to complement the teacher's skill set, in consultation with the school.

The Outdoor Education team shared skill set must provide highly competent leadership in a range of environments and modes of moving through those environments including:

- Bushwalking
- Canoeing & rafting

- Rock Climbing
- Bike Touring
- Snorkelling
- Surfing

This requires casual outdoor educators to hold a range of **current** skill-based qualifications / certifications (e.g., activity specific instructor or guide qualifications, Cert IV Outdoor recreation etc.) as well as demonstrating other learning (tertiary study in outdoor education, art, science, psychology, philosophy, Steiner Education etc.).

MANDATORY QUALIFICATIONS / CERTIFICATIONS

WWCC and / or VIT

Wilderness First Aid

CPR & Anaphylaxis training

Full Drivers licence

Community Surf Life Saving Certificate

Instructor or Guide level certifications in at least one (1) Outdoor activity

HIGHLY DESIRABLE QUALIFICATIONS / CERTIFICATIONS

Manual Drivers licence

HR, MR Drivers licence

Instructor or Guide level certifications in one or more additional Outdoor activities or extensive verifiable experience.

Knowledge of Steiner education

Knowledge and experience in a range of Victorian environments

CASUAL OUTDOOR EDUCATION STAFF KEY RESPONSIBILITIES

Key Responsibility	Tasks	Outcomes
Program Preparation	Gain a full understanding of the group and the program (e.g., reading relevant camp information)	Group needs are understood



	<p>Set up camp and equipment as required</p> <p>Prepare for programs generally including continuous dynamic risk assessment</p>	<p>Support and assist permanent OE staff promptly and efficiently</p> <p>Assist with program equipment, catering, first aid and other pre-camp preparation as required.</p>
Program Delivery	<p>Always supervise participants whilst at the activity site. This involves being constantly vigilant to ensure safe behaviour</p> <p>Maintain a close liaison with teachers, guardians and other OE leaders during programs to achieve successful programs</p> <p>Take responsibility for facilitating the program including briefing and de-briefing of activities, linking these to the program needs</p> <p>Safely instruct participants</p> <p>Supervise participants involved in the activity</p> <p>Follow operating procedures as set out by MRSS.</p> <p>Assist with transport (i.e., driving vehicles including buses) as permitted by licence</p> <p>Ensure that all tasks are carried out in compliance with Occupational Health and Safety requirements</p>	<p>Groups are well supervised, and “incidents” are minimised</p> <p>Regular contact observed with other staff</p> <p>Programs are delivered in a manner appropriate to the nature of the group</p> <p>Activities are facilitated in a manner consistent with aims of MRSS education</p> <p>Activities are conducted in a safe, professional and educationally meaningful way</p> <p>Students are driven safely to and from camp, vehicles are checked and maintained.</p> <p>All relevant Occupational Health and Safety requirements are complied</p> <p>Activities are conducted in a safe, professional and educationally meaningful way</p> <p>All relevant Occupational Health and Safety requirements are always complied with</p>
Post Program	<p>Check, clean, and store equipment at the conclusion of programs</p> <p>Report any “incident” to the Coordinator of Outdoor Education and de-brief the program</p>	<p>Equipment is well maintained and stored appropriately</p> <p>The Coordinator of Outdoor Education is kept informed of any issue or incident</p>

	Review the program format and facilitation effectiveness using tools developed by the OE department	Continuous improvement is achieved through ongoing review and evaluation
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STAFF CULTURE

- Working collaboratively with the Outdoor Education team and with the broader school to nourish and enhance the Outdoor Education program.
- Working collaboratively with all MRSS staff including, class teachers, high school teachers, office staff and grounds and maintenance staff.
- Supporting colleagues in maintaining a positive and stimulating learning environment.
- Working out of an Anthroposophical understanding of child development, and where appropriate undertake study to develop a deeper understanding.

PROGRAM DESIGN AND DELIVERY

- Developing students' connection to nature through contact with place by curating their camping experiences to respond to various environments.
- Promoting a culture of care in relation to self, community and the Earth.
- Teaching in a manner that is effective for engaging students in rich learning experiences that facilitate understanding, discovery, reflection, and application, as well as supporting positive behaviour and inclusivity of all students.
- Fostering a learning environment that promotes the individual student's motivation and engagement.
- Establishing clear rules and expectations.
- Utilising effective group management strategies.
- Maintaining a class environment that is safe, educationally effective and well organised.
- Understanding the processes to identify specific needs for individual students and work within policy guidelines to facilitate a differentiated approach that enables personalised access to the camping program.

PASTORAL RESPONSIBILITIES

As the Outdoor Educators role is mainly off campus, they will not be required to take on a guardianship role for a specific class. They will however carry this responsibility for the classes while they are on camp.

Casual Outdoor Educators will enact their Duty of Care for students and liaise with permanent Outdoor Education staff, class teachers, guardians, and other colleagues in matters pertaining to their camps or camp cohorts.

Outdoor Educators will help healthy development of harmonious social relationships:

- Student to student, student to teacher/s, teacher to parents
- Care and maintenance of facilities and equipment belonging to that subject.
- Care for the physical environment.
- Promoting positive medication and allergy management, dietary requirements and first aid.

OTHER DUTIES

PEOPLE AND CULTURE

- Uphold the values and expectations as described in the Staff Handbook
- Actively promote student engagement with the school values and expectations as described in the Staff Handbook.
- Conduct all communication with students, staff, parents, and members of the school community and external entities in a professional and respectful manner.
- Ensure all written communication is courteous, professional, accurate, and reflective of the professional standards of the school.
- Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

RISK AND COMPLIANCE

- Ensure that work undertaken is done within the policy of Risk Management and WHS practices;
- Meet the expectations for safety in the workplace and report potential risk
- Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- Be aware of students with health risks, such as anaphylaxis, and the appropriate management plans in place.
- Report directly to the child safety officer on any matters relating to child protection.

ADMINISTRATION

- Be familiar with relevant school policies.
- Complete Incident Reports as required
- Maintain and keep confidential any notes about any critical or Child safety Incident
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CONFIDENTIALITY & PROFESSIONAL CONDUCT

The Outdoor Educator will strengthen parent and community confidence by always working within professional guidelines and responsibilities, with due consideration and awareness of issues of sensitivity and confidentiality, maintain good rapport with parents and guardians, and with the appropriate duty of care toward fellow colleagues and students.

GENERAL DUTIES

The Outdoor Educator is required to proactively contribute to the nurturing and supportive environment of the whole school through willing participation in regular school responsibilities such as attendance at Class Meetings as required by class teachers, participation in annual staff reviews, attendance at curriculum days and other activities that support the Outdoor Education program and the school.