

Outdoor Education Assistant

Position Description

Fahan School Background

Founded in 1935, by Miss Isobel Travers and Miss Audrey Morphett, Fahan School is an independent, non-denominational school for girls from Kindergarten to Year 12. Fahan is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Located on one campus together, Fahan students enjoy state-of-the-art facilities, spectacular grounds, a nurturing wellbeing program and have an outstanding academic record.

Fahan School provides a strong academic program within a friendly, inclusive culture. Our mission is to create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future. Miss Travers and Miss Morphett believed that young women could achieve anything they wanted to and this was reflected in the motto they chose, *Light Come Visit Me*. Light is not just sunlight but rather "enlightenment", which is the purpose of education.

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips.

Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning.

Our Vision: To enlighten, inspire and ignite young minds and hearts.

Our Mission: To create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future.

Our Values: Our values represent the deepest beliefs and sentiments to which we can aspire, and they shape our School Community.

Learning

We foster a culture of inquiry for knowledge and truth.

The pursuit of these is fuelled by curiosity, creativity, and a strong desire for achieving personal excellence. We encourage initiative and innovation, independence and flexibility.

Spirit

We honour our founders by living the true spirit of Fahan.

Our spirit is defined by courage, integrity and honesty. We are proud of who we are and celebrate our individuality.

Community

Care, connection and belonging empowers every individual to flourish at Fahan School.

Kindness, gratitude and respect are found in all our words and deeds. We take a genuine interest in the wellbeing of others and we celebrate difference and diversity.

THE ROLE

4 days a week, depending on classes.

Your role will be to work with the Outdoor education teacher to assist their Outdoor Education classes. This will include Year 9/10 elective classes and a Year 11 and 12 Outdoor Education 2 class.

POSITION DESCRIPTION

Outdoor Education staff at Fahan School are collectively responsible for the safe delivery of Outdoor Education programs to over 400 students. Reporting to the Outdoor Education Coordinator, the Outdoor Education Assistant is responsible for supporting the coordinator and teaching staff to deliver the program by providing effective, high-level administrative and logistical support, managing gear and equipment, and supervising students participating in outdoor learning activities as required.

The Outdoor Education Assistant will be responsible and accountable for their own work and for the supervision of staff and students participating in outdoor education activities under the guidance of the supervising teacher. The person will have the ability to work in a team as well as with minimum supervision.

Reports to: Outdoor Education Coordinator and Principal

Key Relationships: Outdoor Education Teacher, Outdoor Education Camp Coordinator

Primary Responsibilities

Support the delivery of the Outdoor Education Program

- Work with Outdoor Education Coordinator, teaching and support staff to deliver the Outdoor education program and curriculum.
- Provide input into the development and plan for the undertaking of outdoor education at Fahan School.
- Demonstrate an ability to relate to, inspire and care for students of a wide variety of ages and abilities whilst maintaining professional boundaries at all times.
- Provide expert advice and support to staff preparing for outdoor education excursions and activities to ensure program goals are achieved safely.
- Support the delivery of the outdoor education program in accordance with School Policies and Procedures.
- Demonstrate an ability to work with minimum supervision and also as part of a team

Provide technical capability to ensure equipment and other assets are fit for purpose

- Assist in routine and non-routine maintenance, and the development of risk management plans for offsite locations utilised by the outdoor education program including the School's camping facility at Kelvedon on the East Coast of Tasmania.
- Undertake risk, compliance and safety inspections for sites and assets used in the outdoor education program.
- Maintain the School's outdoor education equipment at or above any required safety and compliance standards.
- Ensure that the School's outdoor education equipment is fit for purpose, well maintained and is safe and appropriate for its intended use.

Outdoor Education Assistant

Position Description

- Provide expert advice on the acquisition or hire of outdoor education equipment required.
- Train staff and students in the appropriate use and care of the School's outdoor education equipment and facilities.
- Follow School policy and procedures when utilising School assets in the outdoor program. Including safe operation, transport and storage procedures, recording and notifying for ins and outs as well as ensuring appropriate notifications to the facility manager and or School for any maintenance or damage to equipment.
- Lead the support of classes and excursions
- Provide the necessary logistical support, planning and delivery of School activities including attendance on excursions and overnight camps.
- Provide expert input into the annual plan for Outdoor Education at Fahan School.
- An ability to commit to and attend various camps throughout the year.
- Supervise students while undertaking activities on excursions and on School camps under the guidance of the supervising teacher.
- Assist with ensuring adequate equipment and resourcing is in place for excursions and School camps.
- Assist with identifying suitable venues, facilities and activities for School activities.
- Provide expert risk management in the outdoor education context.
- Make safety and risk management the highest priority when planning and delivering the School's outdoor education program.
- Assist with the preparation and implementation of written risk management plans for camps, excursions and activities.
- Where required ensure contractors and suppliers have appropriate risk management practices and documentation in place prior to activities taking place.
- Train students and staff in safe practices for outdoor education activities

Secondary responsibilities

Provide Bus Driving / Transportation

- Hold appropriate licences to be able to operate the School buses and inform the School of any change in status of those licences.
- Transport safely students and staff to and from outdoor education activities.
- Comply with the requirements of relevant policies and procedures relating to the operation of School buses.
- Provide backup assistance on occasion to the School's bus drivers.
- Responsibility for ensuring all outdoor education vehicles are maintained according to School procedures ensuring they are clean and ready for safe use in the program or by other School users when required.
- Ensure buses after their usage by the outdoor program are emptied of equipment, cleaned and returned to the School in a "ready to use" state.
- Ensure any maintenance issues and or accidents are reported to the School.

Other Duties

- Assist with the promotion of the School's outdoor education program to the broader School Community.
- Attend meetings from time to time as required.
- Undertake other duties as requested from time to time by the Outdoor Education Coordinator, Principal and Business Manager.

Work, Health and Safety (WHS)

- Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.
- Provide expert guidance to support the effective development, implementation and review of the School's WHS Policy and procedures including, but not limited to, risk assessment, hazard and injury reporting, working at heights and electrical safety within an outdoor education setting.
- Oversee the implementation of the School's risk management processes for the outdoor education program.

Selection Criteria

- Ability to acquire and maintain a Working with Vulnerable Persons Registration in Tasmania.
- Current Manual Driver's Licence appropriate for operating the School's buses (Medium Rigid) or willingness to obtain.
- Permanent Australian Residency or equivalent work visa.
- Current qualification for Wilderness First Aid (SISSS00126) or an equivalent qualification; or the ability to obtain such a qualification.
- Current Community Surf certification or willingness to obtain.
- Comprehensive understanding of Outdoor Education and experience assisting with the delivery of an Outdoor Education Program.
- Relevant instructional and/or proficiency certificates in a range of outdoor pursuits, including canoeing, kayaking, bush walking, mountain biking and rock climbing.
- Experience in engaging with students while maintaining appropriate professional boundaries.
- Demonstrated expert technical knowledge of outdoor equipment, including its procurement and ongoing maintenance.
- Demonstrated in the Microsoft Office Suite and ability to use other databases.
- Strong organisational, communication and time management skills.
- Ability to work collaboratively and energetically within a high-performing team.
- Flexibility, initiative and adaptability given the dynamic nature of the outdoor workplace.

Code of Conduct

- Abide by Fahan School's [Employee Code of Conduct](#) in the performance of all duties.
- Maintain high standards of personal and professional conduct.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

Child Safety

The level of contact with children in this role is high and there must be adherence and a strong commitment to Fahan School's [Child Safe Program and Policies](#) . Child Safe Policy. Our Child Safe Policies demonstrate the School's strong commitment to the Child and Youth Safe Standards, the National Principles for Child Safe Organisations (National Principles) and child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Commencement

The successful applicant is expected to commence duties in January 2025.

Recruitment Process

1. Applicants are required to submit a formal application including a CV and cover letter addressing the selection criteria to the Principal, Mrs Meg Lawson, at employment@fahan.tas.edu.au.
2. Applications close 9:00am Friday 4 October 2024.
3. Interviews will take place the week commencing 14 October 2024.