



BLUE MOUNTAINS GRAMMAR SCHOOL

POSITION: WILDERNESS EDUCATION
School Assistant - Level 3
Part Time, 15 hours per week, term time only

Commencement Date: Monday, 4th June, 2018

Position Title Wilderness Education, School Assistant - Level 3

Appointed By: Headmaster

Responsible To: Co-ordinator of Wilderness Education

Key Working Relationships: Headmaster, Deputy Head - Head of Teaching & Learning; Deputy Head - Head of Senior School; Co-ordinator of Wilderness Education and Staff

Introduction

Blue Mountains Grammar School is a co-educational Christian School in the Anglican tradition for students from Pre-Kindergarten to Year 12.

Established in 1918, the School has a tradition of excellence, consistently achieving outstanding results across academic, sporting and performing arts disciplines. We pride ourselves on the unique School Community that exists – the sense of closeness and inclusiveness that parents and students alike come to value and appreciate about the School.

With professional and experienced staff, the School delivers excellent teaching and learning, wellbeing, leadership and co-curricular opportunities to meet the needs of our young men and women. This takes place within a nurturing Christian environment founded on love, care, respect, service and commitment to one another.

There are three campuses: the Senior School (Years 7 to 12) and the Junior School (Pre-Kindergarten to Year 6) are located at Wentworth Falls, and the Preparatory School (Pre-Kindergarten to Year 4) is located at Valley Heights.

Blue Mountains Grammar School is a dynamic and forward-thinking school with a reputation for producing well-rounded, confident and outstanding citizens equipped for a life in the 21st century.

Further information about the School is available on the main web site at the following address - www.bmgs.nsw.edu.au

The Position

The Wilderness Education, School Assistant - Level 3, provides support to the Co-ordinator of Wilderness Education in the day-to-day running of this Department.

The position is a permanent part-time position. The exact times over the days to be worked will be determined in consultation with the appointee.

The following are an indication of the responsibilities associated with the position of the Wilderness Education, School Assistant:



Senior School Assistant - General Role/Purpose

The Wilderness Education School Assistant is responsible for supporting the implementation of the Blue Mountains Grammar School Statement of Teaching and Learning through:

- Providing assistance to teachers in the Wilderness Education department;
- Providing administrative and logistical support to the Wilderness Education department;
- Maintaining professional standards;
- Emphasising the Christian ethos of the School.

Key Accountabilities

Teaching & Learning

- Assist on outdoor programs and in the class room as directed by the teachers of Wilderness Education;
- Assist the planning and development of Wilderness Education content for the class room and outdoor programs;
- Plan, organise, implement and evaluate outdoor activities and programs as allocated;
- Assist with Tutor Group responsibilities as directed;
- Store, organise, inspect, record and maintain outdoor equipment;
- Seek feedback on instruction from teachers and students and adjust and improve instruction in light of this feedback;
- Focus on helping students achieve better results;
- Become informed about students learning characteristics and academic capabilities;
- Communicate regarding academic and practical performance of the students to the Head of Department;
- Utilise the school's on-line learning management tool, iWise and FrogLearn, and other administrative systems, as directed.

Professional Standards

- Maintain a current knowledge of pedagogy and subject disciplines;
- Adopt evidence-based approaches to work;
- Attend professional development activities to improve teaching methods, wellbeing skills and knowledge;
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for students;
- Attend Department and Staff meetings;
- Maintain personal competency in the range of outdoor activities offered at BMGS;
- Maintain relevant qualifications and association memberships.



Classroom Management

- Apply effective behaviour management techniques which are based on recognised theories of behaviour;
- Support all School policies, in particular the Staff Code of Conduct; Child Protection; Discrimination, Harassment and Bullying; Social Networking; ICT, Computer, Telephone and Equipment Code of Use;
- Encourage students to meet expectations for appropriate behaviour;
- Deal with students in a courteous, firm, consistent and fair manner at all times;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time and assistance responsibilities efficiently;
- Establish a learning environment where students feel safe and valued;
- Demonstrate strategies to create a positive environment supporting student effort and learning;
- Monitor student progress and liaise with the relevant Co-ordinator of Department.

Student Wellbeing

- Take responsibility for the wellbeing needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the Head of Department.

Other

- Supervise additional classes as directed;
- Comply with the accepted dress code of the School as outlined in the Staff Handbook;
- Exhibit personal behaviour reflective of the ethos and Christian foundations of the School;
- Follow Workplace, Health and Safety procedures;
- Perform other reasonable duties as directed by the Headmaster.



Wilderness Education Teacher - Specific Role/Purpose

Wilderness Education School Assistants lead safe, high quality, outdoor education activities and programs that enable students to learn through active engagement with the natural environment. They lead and co-lead activity sessions, classroom lessons, extended camps and expeditions, uphold risk management and standard operating procedures and assist with trip preparation and the maintenance of outdoor equipment and facilities. Wilderness Education School Assistants are mentors, who provide pastoral support and also contribute to the development of the outdoor program in alignment with the BMGS vision and strategic directions of the School.

Key Accountabilities

- Professionally lead/co-lead/instruct and assist on a range of activities, overnight trips, extended expeditions and year-based camps to achieve identified aims and objectives;
- Carry out pre-trip briefings, plan and deliver activities, facilitate debrief sessions and ensure that all learning objectives are achieved;
- Implement risk management and standard operating procedures to ensure wellbeing and safety of staff and students;
- Assist with the maintenance of outdoor equipment and facilities to ensure wellbeing and safety of staff and students;
- Participate in student mentoring and formative aspects of the program;
- Assist with the day-to-day running of the camping program during the year;
- Collaboratively contribute to the ongoing improvement of the BMGS outdoor program including the development of the camping program Years 2 to 11, Wilderness Education and the Duke of Edinburgh Award Scheme.

Other

- Support all School policies, in particular the Staff Code of Conduct; Child Protection; Discrimination, Harassment and Bullying; Social Networking; ICT, Computer, Telephone and Equipment Code of Use.
- Exhibit personal behaviour reflective of the ethos and Christian foundations of the School.
- Follow Workplace, Health and Safety procedures.
- Perform other reasonable duties as directed by the Headmaster.

Occasionally some duties will need to be undertaken at times other than during the normal school day including on evenings, weekends and during the holidays.

Selection Criteria

Essential Selection Criteria:

- Cert IV, Diploma or Degree in Outdoor Recreation with recognised qualifications and current competency in canyoning, climbing, abseiling, canoeing, bush walking, caving, remote area first aid;
- Experience in leading best practice outdoor and life skills programs;
- Effective interpersonal communication and group facilitation skills;
- Ability to infuse the Christian ethos into teaching practice;
- Commitment to personal ongoing learning;



- Professional and personal integrity;
- Flexible, collaborative, proactive and innovative;
- Teaching qualification;
- An interest in health and fitness;
- Commitment to ongoing personal and professional development in natural environments;
- Light rigid vehicle licence.

Privacy Guidelines

1. In applying for this position applicants will provide Blue Mountains Grammar School with personal information.
2. If applicants provide personal information, for example name and address or information contained on resumes, the School will collect the information in order to assess the application.
3. Applicants agree that the School may store this information for three months.
4. Applicants may seek access to the personal information held by the School if unsuccessful in obtaining a position. However, access may be denied if for example access would have an unreasonable impact on the privacy of others.
5. The School will not disclose this information to a third party without the applicant's consent.
6. If applicants provide personal information of others, they will be encouraged to inform them that they are disclosing this information to the School and why; that they can access this information if they wish; that the School does not usually disclose information to third parties; and that the School may store this information for three months.

Guidelines for the Application

- a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.
- b) Applications should have a covering letter which addresses your suitability for the role and the selection criteria, personal statements explaining your philosophy of education and the role of Christianity in education.
- c) All applications will be acknowledged upon receipt.



- d) Applications must also include the following information:
- Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification). Short-listed applicants will be asked to bring original documents or certified copies of transcripts of qualifications to the interview.
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Co-curricular involvement, interests and expertise.
 - Working with Children Check clearance details.
 - Names, positions and contact details for three (3) referees. Your present Principal should be listed amongst confidential referees (if applicable) as should the Minister of the Church you currently attend.
- e) Applications must be provided *unbound*. Please do not use display books, folders or staples to enclose your application.
- f) Applications close **5:00pm** on **Friday, 4th May 2018**, and can be emailed to:

Ms Janine Hanrahan – PA to the Headmaster

(jhanrahan@bmg.s.nsw.edu.au)

Blue Mountains Grammar School

Locked Bag 3006

Wentworth Falls NSW 2782

In accordance with Child Protection legislation, applicants for child-related work must have a current Working with Children clearance, which will be verified online by BMGS prior to employment.

Please see www.newcheck.kids.nsw.gov.au