

# Position Description

## Director of Cadets

Multi Campus

19 October 2021

### RELATIONSHIPS AND NETWORKS

**LEAD BY**

- Head of Beacon Explorers (Program Administration)
- Australian Army Cadets

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**COLLABORATES WITH**

- Campus Principals
- Heads of Section
- Head of Wellbeing and wellbeing teams (counsellors and nurses)
- Head of College Operations
- Teaching staff
- Students
- Volunteers
- Cadet Alumni

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**LEADS**

- Students in the Beaconhills Cadets Unit

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**KEY WORKING GROUPS**

- BeaconExtend

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**EXTERNAL GROUPS**

- Australian Army Cadets

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**POSITION CONDITIONS** This is an ongoing position, commencing 25 January 2022.

As a teaching POR allocation the role attracts a time release of 7 periods per cycle with a POR allowance of \$5,263.

As a non-teaching role this role attracts a time allocation of 0.4 (2 days) of a full-time salary of Schedule B Level 4. The role is term time only. The two days of work a week is an allocation that takes into account extended stay at camps, overnight weekend programs etc.

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Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.

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**REFERENCE DOCUMENTATION**

- *Staff Code of Conduct*
- *College Policies and Practices*
- *College Operations Manuals*
- *Australian Army Cadet information*

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## PRIMARY PURPOSE OF THE POSITION

This position is the effective Commanding Officer of the Beaconhills Cadet Unit, responsible for overseeing all aspects of the program development and delivery as well as the safety and wellbeing of students and staff in the program. The Director of Cadets is a multi-campus role that leads and engages the whole community in opportunities available in our Cadet unit.

The Director of Cadets is to ensure that the College continues to provide contemporary opportunities for our students in the Cadet Unit aligned to our Values, Mission and Vision and integrated within the BeaconExtend program.

## KEY RESPONSIBILITIES FOR THE POSITION

- Determine the structure of the cadet unit
- Maintaining Unit discipline and managing in accordance with AAC policy and procedures as well as College policies instances of breaches of AAC or Beaconhills Codes of Conduct
- Establishment of the Cadet Unit ethos and purpose to achieve learning outcomes aligned to ACC and the College Education BluePrint
- Ensure the operational effectiveness of the Cadet Unit
- Oversight of the development, programing and delivery of an engaging Cadets program for our students
- Provide oversight of all aspects of the risk management of the Cadets Program
- To facilitate training opportunities for staff and students including all promotional courses



- Evaluate all aspects of the Cadet program offering to support ongoing innovation and improvement
- Oversee all aspects of the resourcing of the Cadet Unit including budgets, equipment and staffing
- Ensure the compliance of all aspects of the Cadets program in line with relevant regulatory frameworks including those required of the Australian Army Cadets (AAC) policies and procedures
- Coordinate all relevant communication with staff, students, families and external bodies as required
- Appoint all cadet Commissioned and Non-commissioned Officers within the Unit
- Provide oversight of the health, safety and wellbeing of Beaconhills students in the Cadet Unit
- Problem solving and managing situations as they arrive include coordinate any Critical Incident relating to the Cadets Program
- Ensuring the care of all equipment used in the Cadet Program

## KEY TASKS

- Liaise with the Australian Army to ensure the Cadet Program is compliant on all required aspects
- Coordinate Cadet Unit program calendar of events
- Carry out all and any induction programs required for any staff to participate in the program
- Monitor and manage Cadet facilities and equipment stores
- Coordinate all aspects of the Cadets program which can include but not limited to:
  - Student participation in Anzac and Remembrance Day ceremonies within the College and the local community
  - Annual Camps
  - Annual Dine In
  - Weekly Parades
  - Training and promotion program
  - Promotion courses and leadership programs
  - Annual weekend bivouacs
- Manage budget expenditure and budget setting, processing required payments
- Oversee resourcing of programs such as equipment hire, staffing, location bookings
- Provide updates to parents through various platforms such as parent briefings, BeaconNET, Operoo, emails and letters as required
- Notifying the chain of command of any notifiable incidents that meet the Commander's Critical Information Requirements (CCIR)
- Maintaining and updating all documentation such as but not limited to Activity, Admin and Joining Instructions, Risk Assessments, Safety Briefs, Medical Plans, Parental Authority Forms, trip and bus lists for AAC and School approval
- Maintain and report cadet attendance, follow up on any unexplained absences



## QUALIFICATIONS

The successful application must hold (or be in the process of obtaining):

- A current Working with Children Check
- A current *National Police Check* (NPC)
- A current Remote or Wilderness First Aid certificate (or a willingness to obtain)
- Light Rigid Bus licence (or a willingness to obtain)

## SELECTION CRITERIA

- A Member of the Australian Army Cadets or willing to do so
- Commissioned officer in the Australian Army Cadets or willing to do so
- VIT Teacher registration preferable but not essential with associated Working with Children Check and Police Check if not VIT registered essential
- High level operational skills including in the use of technology
- Demonstrable sound understanding of key aspects associated with commanding a cadet unit such as command, administration, training, logistics and community engagement
- Ability to build and work within teams through a strong capacity to work collaboratively
- Demonstrated capacity to recognize and mitigate risk in experiential programs and work within regulatory and compliance requirements
- Strong alignment to the Beaconhills values, being a strong relational and values based leader amongst our community
- Supports an inclusive culture that enables all students and staff to be respected and valued members of our community
- Problem solver with a solutions based focus to managing issues

## PHYSICAL CAPABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the physical requirements include, but are not limited to:

- Be working in an outdoor environment, where weather conditions change
- Sleeping in a tent
- Hiking on uneven surfaces
- Lift, carry and/or move heavy items
- Riding on mountain bikes
- Driving manual vehicles including buses
- Carrying up to a 70 litre backpack
- Standing constantly
- Sitting
- Walking
- Running
- Using hands to finger, handle, grip or feel
- Reaching with hands and arms
- Looking up and down
- Bending
- Kneeling
- Crouching
- Talking or hearing



## WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

## CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

## VACCINATION STATEMENT

It is a requirement of all staff members of Beaconhills College to be fully vaccinated with a COVID-19 vaccine that has been registered or provisionally registered by the Therapeutic Goods Administration or has been approved by a comparable overseas regulator, as determined by the Therapeutic Goods Administration under regulation 16DA93) of the Therapeutic Goods Regulation 1990 of the Commonwealth by the 29 November 2021.

Alternatively staff members must have received one dose of a COVID-19 vaccine by 18 October 2021 or have proof of a booking to receive the first dose by 25 October 2021 and their second dose by 29 November 2021 (where applicable) unless they have a valid medical exemption.

Proof of vaccination status or an original certified copy of a valid medical exemption will be required as part of the employment offer process.

