

Position Description

Group Leader

Multi Campus

July 2022

RELATIONSHIPS AND NETWORKS

- LEAD BY
- Head of Beacon Explorers
 - Deputy Head of Beacons Explorers
 - Program Coordinators
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- COLLABORATES WITH
- Wellbeing Team
 - Staff
 - Students
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- LEADS
- College Staff while on programs
 - Beacon Explorers trainee
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- EXTERNAL GROUPS
- Parents
 - Outdoor Education subcontractors
 - Outdoor Education providers
 - Survive First Aid
 - Education service providers
 - Parks Victoria
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POSITION CONDITIONS **This is a part time permanent position (0.50 FTE). This role will commence as soon as possible.**

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.

REFERENCE · *Staff Code of Conduct*
DOCUMENTATION · *College Policies and Practices*

PRIMARY PURPOSE OF THE POSITION

The Beacon Explorer - Group Leader's primary responsibility is to lead and mentor Beaconhills staff and students on Beacon Explorer programs, as developed by the Head of Outdoor Education. This position will lead programs and assist teaching staff to deliver learning outcomes through a range of different environments, countries and adventure activities ranging from 3 - 12 days in length.

This position reports to and takes direction from the Head of Beacon Explorers and is accountable to the Campus Principals and the Executive Principal.

Central to the role is developing and fostering positive relationships with students and staff through the Beacon Explorers program. The position requires excellent interpersonal and communication skills to be part of the development and fostering of a sound learning and wellbeing culture across the college.

The incumbent must have a demonstrated flexible work approach, and enjoy the challenge of delivering an experiential education program that is aligned with the College's holistic education vision.

There is a requirement that this role will spend up to 120 days in the field each year.

The incumbent must have the ability to earn the respect and confidence of students and parents, and gain the respect, confidence and support of staff throughout the College. The incumbent must also demonstrate an ability to work autonomously and possess strong organisational and planning skills. The position requires the incumbent to spend long hours outdoors and they should be familiar with outdoor safety and natural conditions.



KEY RESPONSIBILITIES FOR THE POSITION

Support and lead on all Beacon Explorers programs, including outdoor education programs, co-curricular programs and Global Beacons programs

- Support staff in meeting required standards for Outdoor Education activities
- Give clear direction and guidance to staff and students attending programs regarding College and program outcomes and curriculum goals, work priorities and practices and individual responsibilities
- Attend all program briefings and staff days
- Adopt communication strategies to engage and draw upon the diversity of team members
- Maintain appropriate records for Outdoor Education experiences
- Provide guidance and expertise in the approval process for outdoor education activities

Complete post-program reporting

- Complete all post-program documentation including, but not limited to incident/accident forms, staff de-brief forms and student reports in a timely manner
- Ensure reportable and published information (including reports and program learning outcomes) comply with applicable College policies, and are accurate and complete
- Follow Understanding By Design (UBD) documentation and planners for each Beacon Explorer program

Assist with managing operations and resources for cost-effective achievement of program goals

- Demonstrate effective management systems to optimise the use of resources and eliminate waste
- Ensure programs are deliverable within College policies, budgets or contracts
- Create financial, staffing, programming and resource synergies between campuses
- Assist with the management of a College Outdoor Education storage facility

Contribute to developing Beacon Explorer curriculum to reflect the latest developments in holistic education

- Work with teaching staff to deliver program outcomes and links to classroom curriculum
- Ensure Beacon Explorers scope and sequence offers a variety of venues within Australia and with a wide variety of focus areas including, but not

- limited to leadership, adventurous expeditions, conservation, environmental, wellbeing, outdoor/regional community service and cultural
- Contribute to the development and implementation of a Year 10/11 leadership program that provides training and development opportunities for future school leaders
- Ensure the Beacon Explorers program is of the quality required ideologically, in terms of curriculum, programs, staff facilitation and operation
- Explore and develop Duke of Edinburgh scheme opportunities

Ensure effective communication of risk exposure to the College community

- Communicate risk mitigation strategies, ensuring the College is clear on their responsibilities
- Deliver briefings to students, staff and parents
- Utilise BeaconNet and the Beacons Explorers website to ensure accurate participant equipment lists and medical/dietary information requirements are current and available
- Provide continuing feedback on the Global Beacons Field safety Manual, ensuring compliance with DETVic, Smart Traveler, medical advice and risk management requirements

Assist with the administration of Beacon Explorers programs

- Pre-program compliance
- Collection and checking of medical forms and Operoo (formerly Caremonkey) profiles
- Packing/checking dietary/catering information
- Contribution to the Beacon Explorers Wordpress website on College intranet
- Pre-program liaison with contracted providers, parents and students

Develop and maintain excellent communications and relationships with all stakeholders

- Work effectively, responding to enquiries or requests in a timely and accurate manner.
- Take initiative to inform and service the needs of College staff
- Engage and educate families and the College community about the aims of the Beacon Explorers program
- Assist in organising special events or College functions, which may include family evenings, presentation afternoons, open days or information evenings
- Observe confidentiality and privacy requirements at all times

Work collaboratively with teaching staff and members of the Beacon Explorers team

- Monitor student behaviour on and off campus
- Provide mentoring, pastoral care and/or discipline as required
- Refer students to the Program Coordinator and Deputy Heads of Beacon Explorers as necessary

- Keep Program Coordinator and Deputy Heads of Beacon Explorers informed of any relevant student issues
- Ensure student and staff safety and wellbeing in all contexts, both on and off campus

Encourage students to abide by College policies

- For Beacon Explorers programs, ensure wellbeing, pastoral care and discipline of students is in line with College policies, in consultation with Heads of House
- Monitor and address student appearance so as to abide by College policies
- Actively ensure that students adhere to the College's Sun-Smart policy
- Act as a role model for students in relation to College policies

QUALIFICATIONS

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

- A minimum of 2 years logged experience working with school students in a journey-based outdoor educational context
- Demonstrated ability to identify and mitigate risk in outdoor, urban and group settings
- Demonstrated experience in leading 5+ day expeditions/tours
- Possess an awareness of current wellbeing, experiential and risk management philosophies and practices
- Be fully conversant with WHS codes of practice and regulations
- Written and oral proficiency in English
- The incumbent must hold or be in the process of obtaining:
 - A current wilderness/remote area first aid qualification, or equivalent or higher
 - A Royal Life Saving Society Bronze Medallion (surf bronze preferred), Community Surf Life Saving Certificate or interstate equivalent
 - A current full manual drivers licence (a Light Rigid licence and Commercial Passenger Vehicle Driver Accreditation will be required before commencement)
 - A current Victorian Working With Children Check (employee)
 - A current National Police Check Certificate (valid within 12 months)

COMPETENCIES

- Proven group management skills
- Excellent interpersonal skills and communication skills, including the ability to interact effectively with a range of customers, including parents, students, staff and suppliers
- High-level organisational and time management skills
- Strong decision-making, problem solving and analytical skills
- High level of physical fitness
- Sound computer skills, including knowledge of and proficiency with the Microsoft Office suite and cloud-based software such as Google Drive.
- Commitment to understanding and supporting the College's vision and ethos, policies and procedures
- Ability to work as part of a team or independently



- Ability to handle multiple tasks
- Ability to demonstrate initiative and work under pressure in a calm, confident manner
- High degree of confidentiality and discretion

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:

- Sleeping in a tent
- working in an outdoor environment, where weather conditions change
- 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.