



# BLUE MOUNTAINS GRAMMAR SCHOOL

## Wilderness Education Assistant

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 whole community; staff, parents and students; are committed to achieving the highest academic outcomes possible for each student, whilst maintaining an emphasis on values, faith, and hope. The School maintains a proud tradition of academic excellence founded on high quality teaching, learning, and interpersonal relationships within an inclusive community in the heart of a beautiful World Heritage listed National Park.

### The Position

The School is seeking to employ an energetic Wilderness Education Assistant to provide administrative and logistical support to the Wilderness Education Department. The Wilderness Education Department lead safe, high quality, outdoor education activities and programs that enable students to learn through active engagement with the natural environment. The Wilderness Education Assistant will participate in activity sessions, classroom lessons, extended camps, expeditions and practical excursions. They will uphold risk management and standard operating procedures and assist with expedition preparation and the maintenance of outdoor equipment and facilities. The Wilderness Education Assistant is a mentor for students who provides pastoral support and contributes to the development of the outdoor program in alignment with the School's vision and strategic directions.

### Employment Conditions

The successful candidate will be employed on the following basis:

1. Start January 2022;
2. Permanent;
3. Part-time (22.5 hours per week) – negotiable depending on other skills;
4. School term-time plus staff professional development days (as advised);
5. Classified as Non-Teacher Staff;
6. Salary in accordance with the MEA.

### Primary Role

The Wilderness Education Assistant is expected to:

- 1.1. Assist in the preparation, planning, organisation, communication, implementation and evaluation of outdoor activities and programs and classes;
- 1.2. Purchase, store, organise, inspect, record and maintain outdoor equipment;
- 1.3. Communicate regarding academic and practical performance and behaviour of students to the Head of Wilderness Education;
- 1.4. Professionally lead/co-lead/instruct and assist on a range of activities, overnight trips, extended expeditions, practical excursions and year-based camps to achieve identified aims and objectives, whether relating to curriculum, skills or character-formation;
- 1.5. Ensure workplace health and safety guidelines are adhered to at all times, implementing risk management and standard operating procedures to ensure wellbeing and safety of staff and students;
- 1.6. Collaboratively contribute to the ongoing improvement of the BMGS outdoor program including the development of the camping program, Wilderness Education Program and the Duke of Edinburgh Award Scheme;
- 1.7. Participate in Department and Staff Meetings;
- 1.8. Maintain personal competency in the range of outdoor activities offered at BMGS, through professional learning, maintenance of relevant qualifications and association memberships;
- 1.9. Perform other reasonable duties as directed by Head of Wilderness Education.



## Privacy Guidelines – Employment Collection Notice

1. In applying for this position, the applicant will be providing Blue Mountains Grammar School with personal information;
2. The School will collect the information in order to assess the application for employment and may keep this information on file if your application is unsuccessful in case another position becomes available;
3. The School's Privacy Policy contains details of how the applicant may complain about a breach of the Australian Privacy Principles or how the applicant may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others;
4. The School will not disclose this information to a third party without your consent;
5. The School is required to conduct employment checks under Child Protection laws. The School may also collect personal information about applicants in accordance with these laws;
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia;
7. If the applicant provides personal information of others, the School expects applicants to inform them, explain the reason, advise them that they can access that information if they wish and that the School will not disclose the information to third parties.

### Child Protection and First Aid

The successful applicant is required to produce their current Working with Children Check number and will be subject to employment screening with the Office of the Children's Guardian.

### Application Guidelines

1. To apply for this position, the applicant must be eligible to work in Australia;
2. Applications should include a Covering Letter of no more than two pages in PDF format;
3. Applications should include a Resume of no more than 4 pages in PDF format;
4. Applications must also include the following information:
  - Personal details;
  - NESA Accreditation Number;
  - Working with Children Check clearance;
  - A summary of your current employment position;
  - A concise summary of your employment history;
  - Cultural, recreational and other interests.
  - Names, positions and contact details of three (3) referees;
5. All applications will be acknowledged upon receipt;
8. Applications close 4:00pm, 22<sup>nd</sup> November 2021. Please note, early applicants may be interviewed prior to closing date.