



POSITION DESCRIPTION

Position name	Farm Supervisor
Employment Status	1-year fixed term contract
Load	Part time (predominantly term time),
Classification	Grade 3
Key Relationships	Reporting to the Head of Agriculture and with accountability to the Faculty Operations Coordinator, the Farm Manager will need to maintain collaborative relationships with all faculty staff, students and external stakeholders.

Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

Position Objective:

To support the Agriculture Department in organising and maintaining the School's livestock, farm machinery and property. To support the Head of Agriculture in the running of Scotch's onsite School Farm, the Agriculture Curriculum and the Agriculture Co-Curricular Program.

Position Overview:

The primary duties are to manage the farm and Ag precinct to provide support to teachers and students within Agricultural Science and its associated educational programs. This role involves the use of mechanical equipment and elements of animal husbandry for farm animals and support for aquaculture, viticulture and other agricultural and farming activities.

Key Responsibilities:

1. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.

- Read and adhere to all WHS guidelines and policies, include Risk Assessments, SOPS and Animal Welfare Guidelines.

2. Management of Livestock/Poultry

- Ordering/sourcing of appropriate livestock/poultry, as directed by the Head of Agriculture
- Ordering/sourcing of appropriate feed for livestock/poultry stocked on the Farm, ensuring all livestock/poultry always have adequate and appropriate feed and water. Animal husbandry, including assisting in halter training animals, monitoring the general health and temperament of livestock/poultry
- Complete required Biosecurity documentation, for example, Vendor Declarations and Animal Health Statements

3. Weeds and Pasture Management

- Monitor weeds, pasture and garden beds of farm area
- Purchasing required sprays, seed, fertiliser, lime, etc. as required
- Seeding of paddocks to renovate and optimise feed quality and application of fertiliser as required
- Use of chemicals safely following WHS practices effectively.

4. Vineyard and Orchard (Horticulture) Management

- Pruning of vineyards and orchards as required
- Managing an appropriate fertilising protocol for vineyard, orchard and other plants
- Identification and spraying as required of the vineyard, orchard and other plants
- Implementation of irrigation protocols to ensure plant health is optimised

5. Ag Precinct Management

- Identification and planning of farm projects, to upgrade the efficiency and effectiveness of practices on the Farm, in conjunction with the Head of Agriculture

6. General Maintenance and Tidiness of the Farm

- Manage waste management, bins in/out from the Farm
- Maintain the Farm, and its sheds in a clean and well-organised manner, fit for student access
- Maintain and mow farm lawns, garden beds, in between the vines etc.
- General maintenance of farm machinery, and overseeing of servicing and repair of farm machinery as required
- Maintenance, replacement of irrigation equipment as required
- Maintenance of fencing
- Ensure the farm is secure at the end of the working day

7. Farm Classes and Agriculture Co-Curricular Program

- Assist teachers to provide direction to small groups of students in specialised activities – e.g. research trials
- Support of Farm Classes, including lesson set up/pack up as required by teaching staff, ordering of items as requested by teaching staff
- Assistance for Agriculture excursions, shows and camps as directed by the Head of Agriculture
- Assistance of Agriculture Co-Curricular Teams, for example cattle handling, as directed by the Head of Agriculture

8. Farm Administration and Invoice Payment

- Generate Purchase Orders for the ordering of required
- Complete farm record keeping using IT

9. General

- Attend whole staff meetings and regularly meet with Faculty Operations Coordinator and the Head of Agriculture.

- Remain abreast of current trends in the field.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.
- Attend professional development training as required
- Communicate clearly with key stakeholders

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Practical experience in farm management and business principles
- Livestock handling according to Codes of Practice
- Farm project work
- Knowledge of vineyard/orchard/pasture management.

Essential Qualifications, Skills and Knowledge

- Unencumbered Driver's License
- Sound understanding of using and experience in handling substances
- Sound understanding of WHS requirements pertaining to Agricultural work
- Current Certificate in Reporting Abuse and Neglect – Education and Care.
- Provide First Aid Certificate

Highly Desirable

- Good IT, administration and organisational skills
- Ability to relate to adolescents and provide instruction (under guidance) to students regarding animal husbandry and farm management.

Key Selection Criteria: Personal Qualities

- Proven ability to develop and maintain effective relationships with people from diverse backgrounds.
- Superior organisational ability with demonstrated self-motivation and initiative in managing multiple tasks.
- Ability to work autonomously, prioritising key work requirements for a work day
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.
- Demonstrated personal resilience, an ability to work in a varied role, including work out of normal hours.
- Willing to participate in other areas that improve the outcomes for the College

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- Employment is primarily within Term Time as determined by the Principal. However, some non - term time work will be required usually to support the care of farm animals but may involve other educational/support activities.
- The incumbent will undertake regular relevant training to ensure that skills are maintained or enhanced in the relevant areas of responsibility.

- Successful applicant will be required to take annual leave during the Christmas New Year closure period as determined by the Principal

Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.