POSITION DESCRIPTION

Position name	**Activity Instructor**
Classification	Curriculum/resources services grade 2, Level 3
Engagement	Casual
Line Manager	Head of Outdoor Education
Key Relationships	The Activity Instructor works closely with Outdoor Education staff, including Lead Instructors, Activity Assistants and other Activity Instructors. The role may provide direction to Activity Assistants and has significant interaction with students during Outdoor Education programs and activities.

Our Mission

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

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.

Position Objective

To support the safe, engaging and effective delivery of Outdoor Education camps and activities by delivering approved outdoor education activities, supporting program leadership, promoting student wellbeing and development, and contributing to safe and well-organised camp operations.

Position Overview

The Activity Instructor supports the delivery of Outdoor Education camps, activities and expeditions within approved program frameworks and safety requirements. Working under the direction of Lead Instructors and in collaboration with teachers and Outdoor Education staff, the role may deliver activities independently where appropriately qualified, experienced and authorised, and may provide day-to-day direction to Activity Assistants. The role involves significant student interaction, practical camp and activity logistics, travel to off-site locations and overnight stays in basic camp accommodation. It contributes to safe, inclusive and well-organised outdoor learning experiences, escalating safety, wellbeing or operational concerns as appropriate.

Key Responsibility Areas

1. Activity and Program Support

- Deliver approved Outdoor Education activities safely and effectively, consistent with program objectives, risk controls and established College procedures.
- Support Lead Instructors with activity preparation, implementation, decision making, student management and program flow.
- Run activities independently where appropriately qualified, experienced and authorised, while working within approved program frameworks and agreed safety requirements.
- Provide instruction, demonstration and guidance to students to support safe participation, skill development, confidence and engagement.
- Provide day-to-day direction to Activity Assistants as required to support activity preparation, equipment set-up, pack-up, student movement and safe participation.
- Support the set-up, use, care, maintenance and return of activity equipment, resources and camp materials.
- Contribute to positive, engaging and well-organised outdoor learning experiences that promote teamwork, resilience, environmental awareness and personal growth.

2. Student Supervision, Wellbeing and Engagement

- Supervise and engage students during Outdoor Education activities, camp routines and group movements, consistent with College expectations and agreed supervision arrangements.
- Support students to participate safely, respectfully and confidently in Outdoor Education activities, adapting guidance to student needs, experience and readiness.
- Promote student wellbeing by encouraging positive behaviour, inclusion, confidence, resilience and respectful relationships.
- Provide first aid and immediate participant care within the scope of training and certification, escalating medical, wellbeing, behaviour or safety concerns as appropriate.
- Role model appropriate behaviour, respectful communication, positive participation and the College's expectations for student engagement.
- Communicate clearly with Lead Instructors, teachers and other Outdoor Education staff regarding student participation, wellbeing, behaviour, safety or operational matters.

3. Camp Operations and Logistics

- Support practical camp operations, including equipment movement, site preparation, activity transitions, transport arrangements and pack-up requirements.
- Assist with the smooth operation of camp routines, including group movement, meal-time support, daily logistics and practical camp living requirements.
- Operate in rural, remote or off-site environments where overnight camp accommodation may be required, including basic accommodation such as tents or hoochies.
- Support the safe and efficient use of camp cooking equipment, activity equipment, vehicles and other resources in accordance with instructions and established procedures.
- Identify and escalate operational, equipment, activity, transport or environmental issues to the Lead Instructor or other appropriate staff member in a timely manner.
- Work collaboratively with Activity Assistants, other Activity Instructors, Lead Instructors and teachers to maintain program flow and activity readiness.

4. Work Health Safety and Wellbeing

- Take reasonable care for personal health and safety and for the health and safety of students, colleagues and others.

- Comply with College policies, procedures and reasonable instructions relating to work health, safety, wellbeing and child safety.
- Maintain a child-safe approach in all interactions with students, including appropriate supervision, professional boundaries, reporting obligations and adherence to College child safety policies and procedures.
- Use activity-specific expertise, qualifications and experience to identify hazards, assess risks and implement approved controls before and during Outdoor Education activities, escalating hazards, incidents, wellbeing concerns, safety concerns or changed conditions as soon as practicable.
- Support a safe, respectful and inclusive environment for students and staff.
- Maintain required training and certification relevant to child safety, wellbeing and supervision responsibilities.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- Relevant activity-specific qualifications, certification or demonstrated competency appropriate to the Outdoor Education activities being delivered are essential (i.e. bushwalking/hiking, climbing/abseiling, expedition etc).
- Attainment and maintenance of a valid Working with Children Check (WWCC) is essential.
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential.
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.
- Current Wilderness First Aid or Remote Area First Aid certification is desirable, or willingness to obtain.
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.
- Light Rigid (LR) Heavy Vehicle Licence is desirable
- Defensive driving accreditation is desirable.

Experience and knowledge

- Experience in Outdoor Education, outdoor recreation, camps, expeditions, adventure-based learning or related activity-based programs.
- Demonstrated ability to deliver outdoor activities safely and effectively within approved program frameworks, risk controls and established procedures.
- Ability to manage groups and activities with an appropriate level of independence where qualified, experienced and authorised.
- Understanding of student supervision, child safety, professional boundaries, participant care and escalation of concerns in camp and outdoor environments.
- Knowledge of risk management, safety practices, emergency response procedures and hazard reporting in outdoor settings.
- Ability to support practical camp operations, including activity preparation, equipment set-up, pack-up, student movement, daily logistics, transport arrangements and camp living requirements.
- Ability to communicate clearly and respectfully with students, teachers, Activity Assistants, Activity Instructors and Lead Instructors in a camp or activity-based environment.
- Experience working with school-aged children or adolescents in an educational, camp or outdoor activity setting is desirable.

Personal attributes

- Confident, practical and safety-focused when working with students in dynamic outdoor environments.
- Able to exercise sound judgement, initiative and calm decision making within agreed program frameworks and scope of authority.
- Positive, reliable and collaborative, with the ability to work effectively with Lead Instructors, Activity Assistants, teachers and students.
- Respectful, approachable and able to build positive relationships with students while maintaining appropriate professional boundaries.
- Capable of providing clear direction to Activity Assistants where required, while escalating higher-level decisions or concerns appropriately.
- Demonstrates resilience, adaptability and problem-solving capability in rural, remote, off-site and changing outdoor conditions.
- Physically capable of supporting practical camp and activity requirements, including set-up, pack-up, equipment movement and travel through outdoor environments.
- Comfortable travelling to and staying at Outdoor Education locations, including rural settings and basic camp accommodation such as tents or hoochies and facilities.

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position employed under the terms of the Scotch College Adelaide Enterprise Agreement.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

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.