# POSITION DESCRIPTION

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| **Position name** | **Assistant Instructor** |
| **Classification** | Curriculum/resources services grade 1, Level 2 |
| **Engagement** | Casual |
| **Line Manager** | Head of Outdoor Education |
| **Key Relationships** | The Assistant Instructor works closely with Outdoor Education staff, including Lead Instructors, Activity Instructors and other Activity Assistants, and will work alongside teachers and students. |

## 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 assisting Lead Instructors and Activity Instructors with program preparation, activity delivery, student supervision, wellbeing support and camp operations.

## Position Overview

The Assistant Instructor supports the delivery of camp programs and outdoor learning experiences for students. Working under the direction of Lead Instructors, Activity Instructors and teachers, the role assists with activity preparation, equipment set-up and pack-up, student movement, practical camp logistics and the safe participation of students in Outdoor Education activities. The role requires travel with students to Outdoor Education locations, often in rural or off-site environments, and may involve staying in camp accommodation, including tents or hoochies, and assisting with practical camp living requirements such as setting up and using camp cooking equipment and facilities. The role contributes to a positive, inclusive and well-supervised camp environment, escalating activity, safety, wellbeing or student-related concerns as appropriate.

# Key Responsibility Areas

## 1. Activity and Program Support

- Assist Lead Instructors and Activity Instructors with the preparation, implementation and pack-up of Outdoor Education activities and camp programs.
- Support the set-up, use, care and return of activity equipment, resources and camp materials.
- Assist with the smooth operation of camp routines, including transitions, group movement, meal-time support and daily program logistics.
- Contribute to positive, engaging and well-organised outdoor learning experiences for students under the direction of Lead Instructors and Activity Instructors.

## 2. Student Supervision, Wellbeing and Engagement

- Support the supervision of students during Outdoor Education activities, camp routines and group movements, under the direction of Lead Instructors, Activity Instructors and teachers.
- Assist students to participate safely, respectfully and confidently in Outdoor Education activities.
- Support student wellbeing by observing student needs, encouraging positive behaviour and promoting inclusion, confidence and resilience.
- Escalate student wellbeing, behaviour, safety or participation concerns promptly to the Activity Instructor, Lead Instructor or teacher as appropriate.

## 3. Camp Operations and Logistics

- Assist with practical camp operations, including equipment movement, site preparation, activity transitions and pack-up requirements.
- Follow instructions and established procedures to support the safe and efficient delivery of activities, including in rural, remote or off-site environments where overnight camp accommodation may be required.
- Assist with practical camp living arrangements, which may include setting up and using camp cooking equipment, supporting meal-time routines and adapting to basic camp accommodation such as tents or hoochies.
- Communicate clearly with Outdoor Education staff and teachers to support program flow, student movement and activity readiness.
- Escalate operational, equipment, activity or environmental issues to the Activity Instructor or Lead Instructor in a timely manner.
- Role model appropriate behaviour, respectful communication, positive participation and the College's expectations for student engagement.

## 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.
- Identify and report hazards, incidents, accidents or wellbeing concerns 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

- 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.
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.
- Hold, or be working towards, relevant activity-specific assistant-level qualifications appropriate to the Outdoor Education activities being supported (i.e. bushwalking/hiking, climbing/abseiling, expedition etc) – Desirable.

## Experience and knowledge

- Some experience, or a demonstrated interest, in Outdoor Education, outdoor recreation, camps, expeditions or related activity-based programs.
- Basic knowledge of safe participation in outdoor activities, including the importance of following instructions, procedures and risk controls.
- Understanding of appropriate student supervision, child safety, professional boundaries and escalation of concerns.
- Ability to support practical camp operations, including activity preparation, equipment set-up, pack-up, student movement, daily logistics and camp living arrangements.
- Ability to communicate clearly and respectfully with students, Outdoor Education staff and teachers in a camp or activity-based environment.
- Awareness of the need to identify and report hazards, incidents, wellbeing concerns or activity-related issues promptly.

## Personal attributes

- Positive, reliable and willing to contribute as part of a team in camp, outdoor and activity-based environments.
- Calm, practical and responsive when working with students in dynamic outdoor settings.
- Able to follow instructions, accept direction and escalate concerns appropriately.
- Respectful, approachable and able to build positive relationships with students, teachers and Outdoor Education staff.
- Demonstrates sound judgement, initiative and awareness of safety, wellbeing and child protection responsibilities.
- Physically capable of supporting practical camp and activity requirements, including set-up, pack-up and movement 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.

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