



NAZARETH COLLEGE

ROLE DESCRIPTION

CAMP (OVERNIGHT EDUCATIONAL EXPERIENCES) COORDINATOR

POSITION REPORTS TO: Principal, Deputy Principal	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 1 2 x 75 minutes periods per 10 day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee) 2021-2022/2023
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: Annual Review Meeting Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Coeducational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

OVERVIEW OF THE ROLE

The role of the Camp Coordinator is to be responsible for organising and overseeing all camps within the school. The role of the Camp Coordinator is to also review current school camps and make recommendations for further camps. It is also an expectation of this role, that the appointee will organise all overnight educational experiences and facilitate the onsite organisation and management.

The Camp Coordinator will work in close collaboration with Heads of House, Instructional Leaders, The Wellbeing Team, Learning Diversity and Administration staff to oversee approximately six (6) school camps per year.

Camps at Nazareth are designed to complement classroom lessons and to meet the developmental stage of the students and the unique needs of each individual. The emphasis on our camps is creating connections to **place** rather than activities. Taking the classroom outdoors allows teachers opportunity to deepen in a practical way the students connection to the material being studied. We want the students to feel they have a powerful connection to the natural world, to feel secure and comfortable with nature.

The Camp Coordinator will be responsible for the administrative aspects of the Camp Program and must be well versed in risk management processes. Parent education is seen as a vital aspect of our Camp Program and the Camps Coordinator will be responsible for preparing and

delivering a Parent Education Program that builds parent confidence in, and understanding of, the value of the camps for their child's development.

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College take an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The partnerships between staff are pivotal in the learning, wellbeing and empowerment of Nazareth College students.

All employees of and volunteers to the College must be committed to providing the highest level of safety and care. The Camp Coordinator is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate for this position will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

STRATEGIC DEVELOPMENT

- In collaboration with the College's Leadership Team, ensure overnight educational experiences have clear outcomes within a broader strategic plan;
- Key components will include ensuring that they support the College's mission, vision and philosophy, risk management assessments, learning outcomes, student leadership development, as well as environmental sustainability;
- Oversee and implement the offsite excursion policy for all camps and excursions.

RISK MANAGEMENT

- Ensuring appropriate risk management systems and procedures are implemented in line with College policies and guidelines;
- Be a member of the College's Occupational Health and Safety Committee;
- Liaise with the College First Aid Officer regarding first aid and dietary requirements;
- Coordinate any required Wilderness First Aid professional development as needed;
- Develop standard operating procedure manuals for health and safety protocols, child safety and risk assessments, incorporate collaboration from the OHS Committee and First Aid Officer, train nominated staff and student leaders (as required);
- Ensure that the College meets CEM and DET guidelines for Outdoor Education experiences and the Australian Adventure activity standards.

EDUCATION FUNCTIONS

- Ensure program initiatives are designed to meet curriculum learning outcomes as determined through collaboration with Instructional Leaders and Deputy Principals;
- Liaise with Heads of House, The Wellbeing Team and Instructional Leaders to ensure programs support initiatives in faith, character and leadership development;
- Coordinate and participate in year level based camp training/preparation events as required;
- Develop an assessment and reporting system for all overnight educational experiences.

PLANNING

- Manage administrative functions, including budget and communications, as they relate to the Camp Program;
- In collaboration with Leadership, develop and maintain relationships with key external providers;
- Coordinate Year 7-12 camps and activities, including:
 - Liaising with external providers;
 - Identifying and investigating destinations;
 - Obtaining necessary permits;
 - Organising transportation.
- Ensuring safety and communications protocols and equipment are provided;

- Organise group gear;
- Collecting necessary medical/health information and waivers;
- Planning and purchasing supplies for food;
- Organizing groups and appropriate supervision;
- Developing common expectations and guidelines;
- May participate in relevant Year 7-12 camp based experiences;
- Collaborate and assist teachers in planning and implementing any camps or relevant excursions as part of their programs (eg PE camps);
- Organise, catalogue and oversee the use and management of an extensive inventory of Outdoor Education equipment;
- Provide camp information sessions for parents and students as required;
- Ensure organisational process and activities are subject to review and continual improvement.

DUTY OF CARE

The Camp Coordinator is responsible for implementing a range of existing camp programs and will direct and lead all staff and volunteers participating in camps, oversee all program logistics, activities and catering in line with the program rationale and vision, safety and the wellbeing of all participants. The Camp Coordinator will oversee all outdoor regulations, ratios, risk management, procedures and policies are strictly applied and enforced to the standards required by law. They will have a thorough understanding of school policies and procedures, as well as knowledge of emergency and accident procedures, undertaking all actions necessary and holding conscious awareness of real and potential safety concerns.

The Camp Coordinator is responsible for the design, completion and oversight of implementation of risk assessments and associated documentation for each activity undertaken within the Outdoor Classroom/Camps Program, including excursions. They will undertake a thorough review of each school camp, including educational, experiential and safety aspects, and will make recommendations regarding changes that can be implemented to improve the program.

PARTICIPATION

Parent education is seen as a vital aspect of our Camp Program and the Camp Coordinator will be responsible for preparing and delivering a Parent Education Program that builds parent confidence in and understanding of the value of the camps for their child's development.

The Camp Coordinator will be responsible for preparing information booklets, newsletter articles to lift the profile of the Camps Program and be responsible for organising and delivering camp briefings and presentation sessions.

In order to establish and maintain a high level of professional knowledge and expertise. The Camp Coordinator will also ensure that they maintain and gain all necessary certificates and qualifications to undertake all required aspects of the Camp Program.

PASTORAL CARE

- Be responsible to the Principal via the Deputy Principal to advise, organise, develop and review the camping program;
- Meet regularly with relevant staff to discuss camping (offsite/excursion) policy regarding matters of concern, best practice in working with secondary students offsite who have diverse learning needs or are identified as vulnerable;
- Support all staff as they endeavour to support the academic, social, emotional and spiritual needs of students at a camp;
- Ensure that records of observations of student's participation in the Camp Program occur to provide relevant information to staff and families;
- Encourage student cooperation, emphasising respect and observation of school rules;
- Support the Faith Instructional Leader in their leadership of liturgical celebrations;
- In conjunction with the Child Safety Officers, implement the Child Safe Policy, Code of Conduct and any other policies or procedures relating to child safety;

- Be available to discuss with parents and carers matters concerning their child regarding camp;
- Keep staff informed of pertinent decisions affecting school camps;
- Communicate information of a serious nature to the Deputy Principal, Director of Wellbeing School Counsellor or members of the Leadership Team.

LEARNING

- Collaborate with the Director of Wellbeing, Instructional Leader for Learning Diversity and Transition Coordinator to manage the needs of students to attend camp;
- To show an active and supportive interest in College events;
- To use a restorative and PBS approach in managing issues;
- To protect the safety and wellbeing of each student;
- To ensure a holistic knowledge and management of each student on camp;
- Teach various classes across a number of different year levels;
- Plan for suitable interventions or opportunities to address identified needs by liaising with appropriate staff (eg Learning Diversity, First Aid Officer, Counsellor);
- The Camp Coordinator will work collaboratively with relevant staff to identify and develop rationale for each camp experience;
- The Camp Coordinator will oversee the delivery of a range of outdoor activities and services to enable each class to fully achieve their stated program rationale and meet all expectations.

BEHAVIOUR MANAGEMENT

For offsite activities, school based behavioural expectations remain and these will be discussed by the Camp Coordinator with students, parents and staff. Behaviour management strategies as required, including prompt and supportive responses to inappropriate behaviour, which contribute to the establishment and maintenance of a supportive and safe learning environment consistent with school policies will always be implemented.

The Camp Coordinator is responsible for ensuring that inclusive practices are maintained and that appropriate program modifications are designed and implemented to ensure that all students have access to the Camp Program regardless of disability or other needs.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Have knowledge of and advise students of the school's policies and procedures;
- Encourage student cooperation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Protect the safety and wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Student Wellbeing.

LEADERSHIP

- Implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College;
- To provide leadership in organising and overseeing camps;
- Support the vision and mission of our Catholic learning and faith Community;

- Participate in College requested PD in order to build camp coordinating capacity;
- Liaise with others in Leadership positions within the College in relation to child safety and protection, camps and retreats, and other items as required for the students in their care;
- To model perseverance, sensitivity, compassion, patience and discretion in the face of complex situations;
- To exercise discretion when handling confidential and sensitive information;
- To accept a leadership role in College events and other activities as required;
- To hold staff accountable for understanding and following College procedures and policies;
- Provide strong leadership by example and direction;
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel based, people centred, inclusive and holistic;
- Ensure that the teaching/learning recommendations are of the highest standard and cater for the needs of all students;
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents;
- Foster an environment of professional trust, empowerment and learning.

ADMINISTRATION

- To closely monitor and review the camping program;
- Oversee the general organisation and administration of the camp ensuring compliance with the camping and offsite excursion policy;
- Assist in arranging information sessions for students and parents as required;
- Compile and keep current records particular to the students on camp;
- Where applicable, organise individual risk management strategies/interventions with relevant staff for students identified as vulnerable;
- Where applicable and in conjunction with relevant staff, communicate information to staff relevant to students social, emotional, physical and academic wellbeing;
- Keep detailed records of student incidents, parent teacher discussions on Simon;
- To ensure that all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students.

RESOURCE MANAGEMENT

- In consultation with the Business Manager, develop the budget for school camps;
- The Camp Coordinator will oversee the purchase, storage, maintenance and preparation of all Camp equipment and resources.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing;
- Be a suitable person to engage in child connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;
- A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Nazareth College is a child safe school;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;
- To ensure all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time to time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

QUALITIES

- The Camp Coordinator by their dress, demeanour, respect for others, and support and involvement, will provide an example to staff and students;
- The Camp Coordinator must be prepared to develop a knowledge of each of the students in their care and be prepared to make themselves available to the families if required;
- The Camp Coordinator needs to be professionally competent in teaching, administration and pastoral care;
- The role of the Camp Coordinator by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time;
- The Camp Coordinator must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College;
- Commitment to restorative and PBS processes and practices.

KEY PERFORMANCE INDICATORS

- Display a high degree of accountability and efficiency in the carrying out of the duties of the position;
- Be committed to the safety and protection of all students at the College, but especially those students identified as vulnerable;
- Able to competently carry out multi-tasking duties both in immediate and longer term situations;
- Be approachable and responsive to all members of staff;
- Give strong evidence of commitment and contribution to the effective running of the Camp Program;
- Show initiative and energy in all matters pertaining to the camp;
- Actively support, model and promote the use of restorative and PBS practices and processes in dealings with staff and students;
- Establish and maintain a positive spirit.

SELECTION CRITERIA

Applicants should be able to demonstrate:

1. Support of the vision and mission statements and philosophy of our learning and faith Community at Nazareth College.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders in Catholic Schools to provide faith leadership.
3. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.
4. The ability to dialogues with staff in a collegial manner to achieve outcomes for students.
5. The capacity to create and maintain an environment that supports continuous improvement leading to the achievement of high quality outcomes for all students.
6. Well developed, organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively, in a team environment.
7. Ability to effectively lead a team of staff and students in an offsite camp.
8. Knowledge and understanding of all practices, procedures and policies related to overnight educational experiences (camps).

9. Commitment to and promotion of restorative and PBS practices and processes in dealings with students, staff and parents.
10. Understanding of and commitment to child safety protocols, codes of conduct and to ensuring Nazareth is a child safe school.
11. Perseverance, sensitivity, compassion, patience and a high level of discretion in working with complex and difficult situations, and when handling confidential and sensitive information.
12. Qualifications/experience in the area of outdoor education/event planning is desirable.
13. Demonstrated ability to work with adolescents in groups.
14. Patience, equanimity, endurance, enthusiasm, flexibility, and the ability to communicate well with teachers, children and parents.
15. Experience developing and implementing new projects from design process to implementation.
16. Strong understanding of OHS laws, Duty of Care requirements, child safety standards, risk assessments and CEM and DET Standards for Health and Safety.
17. Registered Teacher in Victoria (or eligible for registration).
18. First Aid Certificate – Level 2.
19. Anaphylaxis Awareness training.
20. Non Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate.
21. Have the ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

DESIRABLE-

22. Experience in outdoor education preferably with program management and curriculum design experience.
23. Bus Licence .
24. Relevant instructional and/or proficiency certificates, or willingness to undertake certification, in a range of outdoor pursuits including - canoeing, sailing, bushwalking, orienteering, cycling, challenge ropes course and rock climbing/abseiling.
25. Wilderness First Aid Qualification.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principal Director of Well-being Heads of House Students Counsellor First Aid Officer Student Support Staff Learning Diversity and Engagement Instructional Leader Learning Support Officers	Parents External Agencies	As required

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 1 2 x 75-minute periods per 10-day cycle
TENURE	Two or Three Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check /VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature Date

Authorised by Principal or Representative

Name

Signature Date