



# MLC

## Methodist Ladies' College Position Description

<b>Position:</b>	<b>Education Outdoors Program Leader - MLC Banksia</b>
<b>Reports to:</b>	<b>Director of MLC Banksia</b>
<b>Department:</b>	<b>MLC Banksia</b>
<b>Date:</b>	<b>April 2022</b>

At MLC, we are committed to providing a challenging, enriching and supportive learning environment, which develops confident and articulate young women who have the skills, knowledge, values and attitudes needed to shape their future and contribute meaningfully to the international community.

MLC is committed to remaining at the forefront of education and maintaining our Christian heritage while respecting the spirituality and other faiths of our community.

MLC is committed to providing an environment where diversity is valued and differences are recognised and respected.

### **Primary Purpose**

MLC teachers are responsible for creating and maintaining effective learning environments which supports the learning needs of the students.

A Program Leader at MLC Banksia is responsible for creating and maintaining effective and safe learning environments which support the learning needs of the students.

A Program Leader at MLC Banksia is focused on excellence, whereby to enable experiences that have 'the capacity to transform the lives of students and to inspire and nurture their development as learners, individuals and citizens' (Melbourne Declaration of Educational Goals for Young Australians).

Program Leaders are organised, structured, enthusiastic and passionate about the potential of their students and are life-long learners themselves who model positive professional relationships with their students and colleagues. They skilfully lead relevant, structured, learning opportunities, where process as well as content is made explicit and where students are encouraged to demonstrate their learning in a variety of ways and in a variety of settings.

### **Position in Context**

MLC is one of Australia's most respected and innovative schools, with over 2,200 students from our Early Learning Centre (MLC Kindle) to Year 12, including international students and boarders. MLC is a technology rich environment, teaching staff and students from Prep have their own iPads/notebook computers.

MLC is comprised of four relatively autonomous schools: Junior School (MLC Kindle – Year 6), Junior Secondary School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12). Years 7 to 12 teachers are expected to teach across at least two schools. The Senior School program offers a comprehensive curriculum including the Victorian Certificate of Education (VCE), International Baccalaureate (IB) and Vocational Education and Training (VCE - VET). Teachers may be expected to teach across these programs.

MLC staff work in a learning community and are expected to establish and maintain positive relationships with colleagues and students. They are expected to be life-long learners and to participate in the Professional Learning Program.

MLC staff work in a technology rich environment and are expected to integrate a range of technologies in their practice to support student learning.

Student wellbeing and student learning are intricately linked and rely on the Program Leader having knowledge and understanding of the physical, social and intellectual development and characteristics of students from diverse linguistic, cultural, religious and socioeconomic backgrounds. Program Leaders are responsible for the wellbeing of students under their instruction .

Staff at MLC Banksia are allocated duties and are expected to attend , meetings, professional development, the Kew Campus and other events as determined by the College and/or site Director when required.

### **MLC Banksia**

MLC Banksia is a 30 acre property, located on the Banksia Peninsula and on the Gippsland Lakes in East Gippsland, Victoria. Access to the property is by vehicle (20 mins to Bairnsdale or 15 mins to Paynesville). The property provides residential housing for staff and a variety of hard top accommodation for student programs.

Eleven residential and day staff, comprising of teachers, educational support staff work within a strong team to ensure the delivery of a curriculum-based program for Year 5 – 8 students. Students spend 4 – 6 days at the rural MLC Banksia site, utilising the Gippsland Lakes and the local environment to enable students to participate in a range of curriculum based learning activities.

MLC Banksia staff also support the expedition component of the 8 week MLC Marshmead Program for Year 9 students.

MLC Marshmead is a 114 hectare property, located on a remote and environmentally sensitive site in far eastern Victoria, surrounded by the Croajingolong National Park. The property includes a residential village (consisting of both staff and student housing) and a working farm. Education Outdoors programs conducted at MLC Banksia provide a sequential link into the MLC Marshmead experience, compliment both college curriculum and wellbeing programs respective to

the year level and provide essential learning experiences in and about the outdoors within the foci of Personal Sustainability, Sustainable Communities, Environmental Sustainability and skills development.

### **Key Contacts**

#### **Internal**

- Director of MLC Banksia
- Staff of MLC Banksia
- Director of MLC Marshmead
- Director of Education Outdoors
- Heads and Deputy Heads of Schools as relevant to program
- MLC Kew staff - Class / Home group Teacher and relevant to program and curriculum links
- MLC Marshmead staff
- Students
- Parents / Guardians

#### **External**

- Program related providers and associations

### **Professional Practice**

Education Outdoors Program Leaders at MLC demonstrate their breadth and influence in four settings: their own professional learning, their work with the students they lead, and their work with colleagues.. All of these settings relate to their impact on student learning.

Through their practice and professional experiences, MLC Program, Leaders will:

1. Develop and select effective teaching strategies to suit the physical, social and intellectual need development and characteristics, address the learning strengths and needs of students from diverse linguistic, cultural, religious or socio-economic backgrounds and address the needs of Aboriginal and Torres Strait Islander (ATSI) students and support the participation and learning of students with disabilities.
2. Support, work and model with colleagues the review, development and implementation of effective learning and teaching programs, including literacy and numeracy programs and programs that use Information Communication Technologies (ICT) and effective learning and teaching strategies to address underachievement across the full range of abilities.
3. Use a range of data including student feedback and student assessment collected over time to analyse the progress of students and review learning and teaching strategies.
4. Develop a culture of high expectations for all students.
5. Support the understanding and implementation of Government, sector and school policies or priorities in the school community, including concerns with student wellbeing and safety and professional ethics and responsibilities.
6. Share learning goals with students and assess their progress using a range of assessment strategies and provide regular targeted feedback to students to progress their own learning and report on student progress to parents and caregivers.
7. Evaluate and moderate learning and teaching programs and student progress and reports with colleagues using a range of data and artefacts of their learning.

### **Department duties and responsibilities**

This position description outlines the major duties and responsibilities relevant to this role. This list is not exhaustive and it is expected that specific tasks and functions may change from time-to-time in line with the College's operational requirements.

- Assigned professional Areas of responsibility at MLC Banksia; Each MLC Banksia teacher/Program Leader has 2 core areas of responsibility which contributes to the learning program.
  - Program Coordination. The MLC Banksia Program Leader is responsible for, program setup, maintenance, and ongoing development and innovation of a MLC Banksia year level program.
  - Operational or Learning resource coordination. Responsibility for an area of operational / learning resources coordination which supports and promotes innovation in learning at MLC Banksia.
- All general and administrative and operational duties associated with the running of MLC Banksia programs as prescribed at the time
- Awareness and understanding of the needs of other staff in the MLC Banksia community.
- Knowledge of, and adherence to all safety and operational requirements at MLC Banksia including completion of 'core safety training'. Where the employee requires training/re-training, this will be organised by MLC and includes the following: 4WD vehicle and power boat handling, Wilderness First Aid , Workplace Fire Response, Food Handling (Level 1) and Surf Bronze Medallion.

### **Person Specification**

#### ***Essential Criteria*** (competencies, qualifications, knowledge and experience)

- Excellent interpersonal and communication skills.
- Demonstrated commitment to student wellbeing.
- Effective planning and organisational skills, including time management.
- Collaborative team member
- Proven ability to build and maintain positive relationships.
- Proven competence and integration of technology as part of an Education Outdoors program.
- Proven experience in the implementation of curriculum.
- Commitment to the principles of sustainability and Environmental Education.
- Active professional abreast of current and innovative Education Outdoors trends at the local, national and international level.
- Acts professionally and maintains appropriate confidentiality.
- Ability to live in a small community and contribute to the well-being of others.
- Appropriate qualifications and/or experience in leading bushwalking, canoeing, sea kayaking, small dinghy sailing and caving activities.
- Current Drivers Licence
- Completion of, or willingness to undertake training representative of the core safety competencies;
  - Wilderness First Aid training (min LWFA)
  - 4WD training. Modules 1,2 and 4
  - Medium rigid bus endorsement and training
  - Power boat handling (Rib/tiller steer) and Victorian (appropriately endorsed) Marine licence
  - Workplace Fire & Emergency Response Training
  - Food Handling (Level 1)
  - Bronze Medallion
  - Anaphylaxis training
- Participation in co-curricular activities and trips
- Adherence to all College policies and demonstration of behaviours in accordance with the Child Safe Standards.

#### ***Desirable Criteria*** (competencies, qualifications, knowledge and experience)

- Knowledge of the Gippsland Lakes, Mallacoota Inlet and Croajingolong Regions

- Small Dingy (Sail) Instructor and experience in the operation of dingy learn to sail programs
- Current Victorian Institute of Teaching Registration, experienced in teaching Junior and/or Secondary school students

*MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.*

***MLC's commitment to child safety***

*MLC is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. MLC has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.*

*MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices, supported by regular training and development.*

*We support and respect all children, as well as all members of our community. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.*

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