



MLC

Methodist Ladies' College Position Description

Position:	Director of Education Outdoors
Reports to:	Vice Principal
Date:	May 2022

PRIMARY PURPOSE

The Director of Education Outdoors is a Head of Department role, providing support and links between two MLC remote campuses and the Kew campus. In line with the strategic directions of the College and working with other Heads of Department in the Learning and Curriculum Group, this role will further enhance MLC's position as an innovative, challenging, enriching and exciting learning environment.

POSITION IN CONTEXT

MLC is one of Australia's most respected and innovative schools, with over 2,000 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 a mobile device.

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). 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).

Every student at MLC is offered a wide variety of subject choices, co-curricular activities, leadership opportunities and a strong support network through an extensive wellbeing program.

MLC has two remote campuses; MLC Banksia and MLC Marshmead. The programs at these sites aim to raise awareness, respect and responsibility for our natural environment, developing a sense of self-worth and identity for students as well as the resilience required to prosper through life's challenges.

MLC Banksia is located on the Banksia Peninsula, Gippsland Lakes. Students from Year 5 – 8 participate in programs that range from 4 – 6 days. Programs at MLC Banksia are sequential in nature and provide a vital stepping stone to the Marshmead residential program.

MLC Marshmead is a 114ha property, located in far eastern Victoria, surrounded by Croajingolong National Park. Year 9 students may choose to participate in this unique 8 week residential experience, undertaking a curriculum that focuses on environmental sustainability, personal sustainability and sustainable communities. A total of eighteen staff reside on the Marshmead property with an additional

six day staff from the local Mallacoota area commuting to Marshmead each weekday. The Director of Education Outdoors provides the link between the Kew, Banksia and Marshmead campuses.

MAJOR DUTIES AND RESPONSIBILITIES

It is the responsibility of the Director of Education Outdoors to manage the overall organisation of the Education Outdoors department. This includes ensuring that the Education Outdoors department is supporting the strategic directions of the College.

1. Curriculum, Program and Wellbeing

- Oversee the curriculum scope and sequence between both remote sites and Kew campus programs. This includes the identification, development and implementation of curriculum connections between Education Outdoors programs and Kew based programs as well as overseeing the curriculum within each Education Outdoors program.
- Department representative on the College Learning and Curriculum Group

- Oversee the wellbeing processes associated with the student preparation for MLC Banksia and MLC Marshmead programs including:
 - Preparation of students, families and Kew staff who attend MLC Banksia
 - Preparation of students, families and Kew staff who attend MLC Marshmead
- Oversee the implementation of the PROSPER wellbeing framework at both MLC Banksia and MLC Marshmead.

- Oversee key programs including:
 - Year 11 Outdoor Leader Program
 - Year 10 Outdoor Education Elective (may be required to teach this subject)
 - Duke of Edinburgh's International Award
 - MLC Sustainability & Environment Team, known as the MLC Green Team

2. Operations

- Contribution to the yearly planner development as it relates to Education Outdoors programs
- Oversee the preparation of documentation for students, parents and staff associated with the preparation for MLC Banksia and Marshmead programs
- Oversee Year 5 – 9 Kew staff preparation for MLC Banksia and Marshmead programs
- Coordinate the term allocation process for students participating in the Marshmead program.
- Coordinate MLC Marshmead parent evenings (three per term)
- Coordinate MLC Marshmead departure and return (one each per term)
- Oversee the review of department policy/guideline documents that apply to all three sites
- Ensure sound recurrent and capital budgetary management of the Education Outdoors Department (including Kew, Banksia and Marshmead), within College guidelines and present summary documentation to the Vice Principal in preparation for annual budget meetings.
- Support MLC Banksia and MLC Marshmead Directors in the recruitment of staff.
- Contribute to the Banksia Marshmead Advisory Group BMAG (including an annual visit to each site for meetings).

This position may require a visit to each remote site during program time. This role may be required to provide support to Education Outdoors programs, including expeditions.

This position includes a teaching load of up to 0.4 EFT.

PERSON SPECIFICATION

Essential Criteria (Skills, Qualifications, Knowledge, Experience)

- The ability to lead, motivate and empower staff and to inspire students.

- Proven management skills with experience of developing team members.
- Collaborative team member
- Strong influencing, communication, presentation and documentation skills.
- Skilled at engaging with and developing positive relationships with a range of personalities at all levels of the organisation.
- Digital literacy and the ability to understand a range of software and applications.
- Knowledge of innovative teaching and learning practices, which is informed by research and includes an extensive appreciation of technology.
- Flexible, responsive and creative with an innovative mindset.
- Well-developed organisational and decision-making skills with the ability to prioritise effectively.
- Outstanding planning skills.
- Excellent technology skills.
- Relevant tertiary qualifications
- Current Victorian Institute of Teaching Registration is required.

KEY CONTACTS FOR THE DIRECTOR OF EDUCATION OUTDOORS

Direct Reports:

- Director of MLC Banksia
- Director of MLC Marshmead
- Education Outdoors Administration staff

Internal Contacts:

- Heads of School
- Director of Learning and Curriculum
- Relevant Heads of Department
- Relevant MLC Kew staff
- All MLC Marshmead staff
- All MLC Banksia staff
- Human Resources staff
- Student Counsellors

External Contacts:

- Parents/guardians
- Professional educational organisations

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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