



Christ Church Grammar School

DUTY STATEMENT

Outdoor Recreation Traineeship Certificate III

DATE: October 2024

STATUS: Full-time, fixed-term (January - December 2025)

FACULTY/AREA OF RESPONSIBILITY: Koorungal Outdoor Education Centre

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1750 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

The School's Outdoor Education program has its base at "Koorungal", a fully staffed, self-contained Outdoor Education Centre situated in the jarrah forest on the north-western bank of the Murray River, fifteen kilometres from Dwellingup and 110 kilometres south-east of Perth. Students from Year 5 to Year 10 participate in Adventure, Field Studies and School Community Activities. The program requires a high level of commitment from staff.

Koorungal is a residential setting and the program consists of residential nature-based learning that includes an extensive expedition program with a journey-based philosophy. The successful applicant can expect to work in a wide variety of environments across Western Australia and will be based/live in at our Koorungal Outdoor Education Centre.

LINE MANAGEMENT:

Reporting directly to the Director of Koorungal.

WORKING RELATIONSHIPS:

The Koorungal community consists of six full-time staff members and associated family members.

DUTIES AND RESPONSIBILITIES:

- Working with young people aged 10 - 17 years, in an outdoor environment
 - Participating as an assistant instructor in a wide range of outdoor education and recreation activities including environmental education, canoeing, kayaking, bushwalking and abseiling/high ropes course
 - Assisting with tasks relating to centre management: including catering, equipment maintenance, building and grounds maintenance and driving vehicles
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EXPERIENCE AND QUALIFICATIONS:

This position requires:

- All applicants must have a National Police Certificate and have completed a Working with Children Check
- A valid Australian driver's license (A manual license would be highly regarded)
- A keen interest to work with young people and be able to lead young people in a variety of environments in a mature fashion acting as a strong role model
- A minimum completion of Year 12 studies

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

SALARY, TERMS AND CONDITIONS:

The successful applicant will be employed pursuant to a Contract of Employment and the Miscellaneous Award 2020.

The terms and conditions of the successful applicant's employment will be as per the Award. In summary:

- The hourly pay rate \$20.60 - Top of scale of the Wage Level B - E.4.1 (b) (for full-time trainees (AQF Certificate Level I-III Traineeship) [FWO - Award Viewer - MA000104 \(fairwork.gov.au\)](#))
- Ordinary hours of work are an average of 38 per week, averaged over a period of 12 months
- The combined cost for accommodation (on-site private room at Koorinal), food and utilities at a cost of \$200 per fortnight will be paid for by the School
- Four weeks' annual leave accrued progressively to be taken during School holidays
- 10 days' personal/carer's leave, accrued progressively

Other benefits of the role include significant training and development opportunities for the successful applicant. At the end of the fixed-term period, the successful applicants will have gained a range of outdoor recreation qualifications provided free of charge by Christ Church Grammar School, these could include:

- Certificate III Outdoor Recreation
- Wilderness First Aid
- Bronze Medallion
- Defensive gravel driving
- Swift Water Rescue
- Canoeing and Kayaking Qualifications