



GREAT  
SOUTHERN  
GRAMMAR  
ALBANY

## POSITION DESCRIPTION

### POSITION: DIRECTOR OF OUTDOOR LEARNING

<b>Employment status</b>	Full-Time (subject to successful probation)
<b>Department</b>	Secondary School
<b>Reports to</b>	Deputy Principal – Head of Secondary
<b>Last revised</b>	May 2026

### ABOUT GREAT SOUTHERN GRAMMAR

- Our School:** Great Southern Grammar is a vibrant independent Christian co-educational day and boarding school for students from Pre-Kindergarten to Year Twelve.
- Our Values:** Respect | Integrity | Courage | Compassion
- Our Vision:** **Create YOUR impact.**  
All Great Southern Grammar graduates are beacons of light in the world, having a positive, lasting impact in their communities for the common good.
- Our Mission:** Passion | Purpose | Joy  
We are a forward-looking school called to ignite **passion**, shape **purpose** and cultivate **joy**. All students experience success and come to know their important place in the world.
- Our Core Strengths:** Place | Community | Learning & Care | Experience | People.

### POSITION PURPOSE

Reporting to the Deputy Principal - Head of Secondary School, the Director of Outdoor Learning is a senior leadership position responsible for outdoor education, delivery of classroom curriculum, outdoor learning initiatives, cocurricular and service-learning activities, and oversight and delivery of all camps, trips and tours,

The role works in collaboration with the Deputy Principal – Head of Secondary, Head of Primary, Heads of House, Director of Sport, Director of Academic Studies and Rites of Passage Coordinator to design and deliver programs that promote student development and engagement in learning beyond the classroom.

Supported by the Campus Administrator, the Director of Outdoor Learning actively contributes to rites of passage initiatives, academic programs, service-learning programs, student leadership and character development in alignment with the school's strategic pillar of student experience.

CREATE YOUR IMPACT

## RESPONSIBILITIES

The roles line manages the Outdoor Education staff and camp, trip and tour coordinators.

### Strategic Leadership

- Implement and enhance the school's Vision and Values;
- Achieve alignment and excellence across the school;
- Shape strategic priorities alongside the school Executive encouraging innovation, and developing solutions with a sense of purpose and direction;
- Undertake planning to help the school transition through change initiatives, and evaluate progress and outcomes to inform future planning;
- Stay abreast of research and implement best practice in all areas of student development; and
- Attend Executive, Council and strategy meetings as required.

### Outdoor Learning Leadership

- Oversee and lead staff to deliver high quality and sequential outdoor education curricular program in curricular;
- Work collaborative with the Director of Sport and Academic Team to ensure curriculum and administrative requirements are met;
- Work collaboratively with the Director of Sport and Sport Coordinator in the Primary School to develop strategic alignment across sport and outdoor learning activities; to maximise student engagement in curriculum programs;
- Oversee and lead all planning, administration and delivery of co-curricular activities, ensuring all staff engaged in programs and meet school expectations;
- Oversee and lead all planning, administration and delivery of camps, trips and tours as, ensuring all staff are engaged in programs and meet school expectations;
- Oversee student reflection and reporting processes; and
- Actively contribute to the Rites of Passage Program, Student Leadership and Character Development initiatives, and development co curricular activities as led by the Deputy Principal: Head of Secondary School.

### Operational Leadership

- Undertake a teaching allocation to meet school expectations;
- Undertake a cocurricular activity to meet school expectations;
- Lead annual review of all cocurricular activities, camps, trips and tours in consultation with the school Executive;
- Oversee budgets for camps, trips and tours in collaboration with the Senior Finance Officer;
- Ensure relevant qualifications are held by internal and external staff for camps, tours;
- Oversee risk management, procedures and communication associated with cocurricular activities excursions with the support of the Campus Administrator;
- Oversee risk management procedures, communication and materials associated with camps, trips, and tours in consultation with coordinators;
- Work in collaboration with the Campus Administrator to ensure all documentation is completed; and
- Attend meetings and events as required; and
- Be willing to undertake tasks as requested by the Principal or their delegate.

## Actively Support School Operations

- Comply with all relevant legislative, regulatory obligations, School's codes, policies and procedures;
- Be responsible and accountable for continuing compliance with the school's child protection policies and actively support a child safety culture, with zero tolerance for child abuse;
- Complete administrative and operational activities in alignment with School's requirements; and
- Be willing to undertake tasks as requested by the Principal or their delegate.

## WORKING RELATIONSHIPS

<b>Internal</b>	Principal, Executive, Director of Sport, Director of Academic Studies, Rites of Passage Coordinator, Heads of House, Teacher, Boarding and Business colleagues.
<b>External</b>	Parents/guardians and suppliers/providers.

## EDUCATION, KNOWLEDGE AND EXPERIENCE, SKILLS AND ABILITIES

### Education/Qualifications

#### *Essential*

- Current Teachers Registration Board (TRBWA) registration;
- Working with Children Check clearance;
- Satisfactory National Police History Check;
- Valid First Aid Certificate;
- Hold appropriate Australian work rights;
- Have or be prepared to undertake Mandatory Reporting training; and
- Maintain the currency of specific expertise and a commitment to ongoing professional development.

#### *Desirable*

- Certificate in Risk Management or similar; and
- Outdoor Education qualifications.

### Knowledge and Experience

#### *Essential*

- Demonstrated organisational and educational leadership and a record of success in achieving agreed goals in collaboration with others;
- Demonstrated success in developing and implementing outdoor learning programs;
- A developed knowledge and practical understanding of risk management and relevant legislation application to a school;
- A sound grasp of current educational and character development thought and practice;
- Well-developed knowledge of the Western Australian assessment and reporting practices;
- Demonstrated comprehensive knowledge and understanding of current pastoral care perspectives and practice;
- Demonstrated experience and knowledge of co-educational philosophies;
- Significant teaching experience with exemplary classroom and cocurricular practice and demonstrated application of current pedagogy;
- Previous experience building relationships of trust with students, staff and families;
- Understand and use available technologies to maximise efficiencies and effectiveness;
- Understanding and apply financial processes to achieve value for money and minimise financial risk;

- Previous experience leading an engaged, strong performing team; and
- Understanding of and the ability to communicate Christian Faith principles.

## **Skills and Abilities**

### *Essential*

- High level of resilience, work ethic and commitment to the school;
- High level leadership skills with demonstrated professionalism and effectiveness;
- Demonstrated ability to initiate and drive change and ensure a culture of continuous improvement;
- Demonstrated ability to effectively operationalise strategic decisions;
- Demonstrated high level skills in people management and the ability to contribute to strategic and operational workforce planning;
- Proven ability to build a positive culture and team ethic;
- Strong attention to detail; administrative and organisational skills;
- Ability to align systems and processes to encourage improved performance and outcomes;
- High level skills in establishing effective working relationships with staff, students, parents and the community;
- Advanced written and verbal communication skills and the ability to communicate with purpose and clarity;
- Ability to achieve results through the efficient use of resources and respond flexibly to changing circumstances;
- Proactive and demonstrated achievement of aims for optimal outcomes;
- Demonstrated high levels of initiative and results oriented;
- Demonstrate inclusive behaviour and respect for diverse backgrounds, experiences and perspectives;
- Demonstrated ability to think, analyse and consider the broader content to develop practical solutions;
- Demonstrated working knowledge and understanding of social, emotional, physical, spiritual and academic wellbeing of students; and
- Have knowledge of wellbeing issues relevant to the different developmental stages of students.

## **COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES**

Great Southern Grammar is deeply committed to safeguarding the wellbeing of all students and staff. We expect every staff member and volunteer to uphold this commitment by strictly adhering to our child protection policies and comply with all relevant laws and regulations.

Staff are expected to demonstrate empathy and embody the values of the school in their daily interactions.

Please note that Great Southern Grammar is a smoke-free campus.