



## Position Description

Position Title	Kitchen Program Coordinator
Location	Mosman Prep, Terrey Hills Outdoor Learning Centre (OLC)
Employment Terms	Term 2 2026, 13 May to 20 November Hours as negotiated - 3 days per week
Commencement	Term 2, 2026 - 13 May
Classification/Grade/Band	Coordinator / Educator
Reporting Relationships	Reporting directly to the Headmaster
Fundamental Purpose of the position	To coordinate the Kitchen Program at the OLC, providing authentic learning experiences that focus on sustainability, wellbeing, and curriculum integration through the preparation and production of seasonal food.

### THE ROLE – Kitchen Program Coordinator

At Mosman Prep, all students from Early Entry to Year 6 spend time across both our main campus and the Outdoor Learning Centre (OLC) in Terrey Hills. A core component of all learning programs offered at our OLC is the preparation and production of seasonal food. Through on-site engagement with our Kitchen Garden Program, students learn to grow, harvest and prepare seasonal, fresh produce; participating critically and creatively to identify sustainable ways of living.

We are seeking expressions of interest from a passionate and dedicated educator to coordinate the Kitchen Program at our OLC. Applicants will demonstrate advanced communication skills, the ability to develop relationships with students, staff and parents, and a commitment to community.

They will utilise sustainable practices, encouraging students to think about how food is used for nutrition and health. They will also need to be skilled in facilitating dynamic learning experiences and maintaining a safe and positive learning environment.

Applicants will be confident in the effective operation of an industrial kitchen, with the capacity to educate boys aged 4-12 (supported by teachers and parents) to:

- understand kitchen hygiene and safety
- engage with recipes
- prepare and cook food
- clean up cooking equipment and spaces



## **POSITION PURPOSE:**

The Kitchen Program Coordinator will work collaboratively with other staff to provide authentic learning experiences that focus on sustainability, wellbeing, collaboration and strong curriculum integration.

They will be dedicated to:

- Utilising the Stephanie Alexander Kitchen Garden Program as a guide to plan and implement relevant and engaging learning experiences.
- Collaborating with Classroom Teachers to develop learning sequences that align and integrate with the educational programs.
- Designing opportunities for students to develop the knowledge, skills, values and world views necessary to contribute to more sustainable patterns of living.
- Promoting opportunities for reconciliation, respect and recognition of the world's oldest living continuous culture, by actively seeking to embed Indigenous perspectives.
- Working collaboratively with other staff, including the OLC Garden Coordinator, to provide the most effective learning experiences for all students.
- Actively supporting the mission, vision and values of the School, including the Christian character and purposes.

## **MAJOR RESPONSIBILITIES:**

### **TEACHING AND LEARNING**

- Develop and implement a kitchen program that aligns with the School's curriculum and educational goals.
- Work collaboratively with classroom teachers to develop activities and lessons.
- Scope and sequence cooking experiences across the School so students are building their skills and knowledge as they progress through each grade.
- Plan and supervise kitchen-related activities.
- Ensure the learning intention and success criteria for each cooking experience is clearly communicated to all students.



- Be dedicated to consistent improvement and best practice, through ongoing review and evaluation.
- Embed sustainability education across all learning experiences by supporting students to develop their knowledge, skills, values and worldviews necessary to contribute to a sustainable future.
- Draw on questioning and feedback to provide opportunities for students to evaluate and shift their understanding of the importance of sustainable practices within their own lives, and their wider understanding of the responsible management of gardens and agriculture.
- Collaborate with other staff members and external specialists to facilitate learning opportunities which promote and acknowledge the value of learning 'on country' (e.g. Place Based Learning Pedagogy).

## **EDUCATIONAL PRACTICE**

- Work with students to develop an orderly and safe routine when learning in the kitchen.
- Define, develop and support student understanding of safe kitchen practices. This may include the use of utensils and appliances.
- Ensure the kitchen and learning spaces are well organised and clean, with student resources organised and easily accessible.
- Create a safe and nurturing learning environment that develops connectedness and promotes social and emotional learning.
- Teach in a manner that is positive, creative, relevant and stimulating for the students.
- Use a broad range of teaching and learning resources.
- Maintain an effective level of resources and ingredients required for the kitchen program and ensure they are in good condition for student use.
- Research and propose the use and distribution of new or additional resources for the OLC campus that may enhance student learning through the kitchen program.
- Set expectations for students in the appropriate and safe use of resources.
- Through observation and consultation with other staff members, identify and support the individual learning needs of students.
- Establish and maintain behaviour and learning agreements for students in line with the School's mission, vision and values.



- Set and maintain high expectations for students and promote learning as a rich, lifelong experience.
- Complete all requirements in relation to communication of student understanding and achievement with their classroom teachers.

## **COMMUNICATION**

- Communicate effectively and respectfully with students, parents and staff, including seeking direction from school executives where appropriate.
- Build and maintain relationships with parents and community members to encourage involvement in the kitchen.
- Respond to email communication from other staff in relation to the planning and scheduling of learning activities in a timely and appropriate manner.
- Identify required dates for all kitchen-related activities, including kitchen lessons, incursion workshops and special events within the school calendar.
- Clearly communicate with the relevant staff for each kitchen-related event to clarify whether your involvement and supervision is required on that specific occasion.
- Regularly liaise with the OLC Garden Co-ordinator to advise on produce available to be used in the Kitchen program.
- Liaise with the OLC Head Groundskeeper, Headmaster and Business Manager in regard to the overall maintenance of the kitchen.

## **ADMINISTRATIVE TASKS**

- Designing and implementing an annual management plan for the on-site kitchen.
- Monitor and manage the kitchen budget, including purchasing supplies, ingredients and equipment.
- Maintain accurate records of scheduled and implemented kitchen activities within the provided Mosman Prep Kitchen Program Scope and Sequence template.
- Document individual learning experiences implemented with different year groups within the provided Mosman Prep Kitchen Program planning template.



- Complete routine administrative tasks in an effective and timely manner.
- Assist school staff by engaging in playground duties and other tasks effectively, efficiently and professionally.

### **RISK MANAGEMENT**

- Ensure the safety and security of the kitchen area, including proper use of utensils and appliances.
- Act and respond in a timely, efficient and professional manner to all incidents relating to students' safety and wellbeing.
- Implement School policies as relevant to situations.
- Actively support the Christian ethos of the School.
- Report directly to the Headmaster on any matters relating to child protection.

### **PROFESSIONAL DEVELOPMENT**

- Remain abreast of educational trends and current practice, particularly in relation to the education of boys.
- Develop a deep knowledge and understanding of the Stephanie Alexander Kitchen Garden Program for Primary School students.
- Share and communicate to other staff how the Stephanie Alexander Kitchen Garden Program (Mosman Prep hybrid model) can provide strong curriculum integration.
- Set personal goals relating to your teaching position, monitoring and reviewing progress regularly.
- Identify professional development needs and participation in training programs that support the development of new skills and knowledge and will enhance innovation and best practice (funded by the School).
- Engage in opportunities for teacher growth such as teacher observations.
- Attend to all NESA Accreditation requirements.



*Mosman Church of England Preparatory School*

## STATEMENT OF COMMITMENT TO CHILD SAFETY

At Mosman Preparatory School we are committed to ensuring that our recruitment practices create a safe and supportive environment for all students. We recognise that children and young people are to be valued and respected and we expect all employees, volunteers and contractors to demonstrate an ongoing and proactive commitment to the safety and wellbeing of all persons, with a specific focus on the safeguarding of children. It is the expectation of Mosman Preparatory School that a successful applicant has an understanding of children's diverse needs and that all interactions with children and young people foster and demonstrate a commitment to a supportive and child safe culture.

The appointment of successful applicants will be subject to rigorous employment screening for child-related employment.