

Position Description

Title: Director of TSS Cadets and Outdoor Education Programs (Camps)



This Position Reports to: Head of Senior School

Department: Student Services

Date: December 2024

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life.
With the school may we find acceptance, healing and growth through faith in Christ
and in turn service to others.*

OUR TSS VALUES

We are a TEAM

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity to lead and manage significant programs and events at a whole school or cohort level.
- Demonstrated understanding, knowledge and experience of the Australian Defence Force (ADF) cadet program.
- Strong time management and organisational skills with the proven ability to multi-task, meet deadlines and being accountable for the performance of each area of responsibility.
- Demonstrated commitment to nurturing positive relationships with students to ensure they thrive in a team environment and become responsible members of the local community.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community (students, teachers, administrators) and external stakeholders.

Qualifications and Experience

- Demonstrated understanding and experience in the Australian Defence Force.
- Must hold valid Blue Card.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

Overview

The role of Director of TSS Cadets and Outdoor Education Programs is to inspire and develop boys' leadership capacity and service to others, their School and our community. This is coupled with upholding current and developing new tradition of the School and the Defence forces. In implementing and developing the TSS Cadet program, key focus areas should include but are not limited to:

- To increase students' self-understanding, self-discipline and self-expression.
 - To strengthen students' confidence.
 - To provide an opportunity for boys to work with enthusiastic and committed peers.
 - To facilitate learning from present members of the Cadet Corps.
 - To foster boys' ability to solve problems creatively and the reason critically.
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- To foster boys' ability to support, emphasise and motivate others.
- To create an environment that offers student an opportunity to acquire broad interests and skills that characterise leaders in the twenty-first century.
- To nurture within each boy a sense of connectedness with and belonging to the Cadet Corps and School, which has proven to be a protective factor for boys at risk.

TSS Cadet operational areas of responsibility

This role is responsible for the following operational activities:

- Coordinate the successful implementation of the School's Cadet Program through weekly cadet parades from 1145 to 1300 for 350+ cadets.
- Liaise with the SE AAC BDE and attend monthly meetings with regional HQ.
- Comply with the governance processes of the school and AAC.
- Liaise with local and community RSLs and veteran groups to support up to 16 military services each year.
- Oversee the training and deployment of the Historical Catafalque Party
- Plan, facilitate and attend the Annual Cadet Camp for a period of 4 days and nights as well as at least two weekend bivouacs.
- Attendance at SE QLD BDE Activities.
- Coordinate the Annual ANZAC Day school service as well as the ANZAC Day Parade commitments in Southport, Brisbane and Surfers Paradise.
- Organise the Annual Tri-Service Graduation Parade and Dinner.
- Financial management of multiple budgets as well as manage, develop and coordinate staff involved in the program.
- Develop and implement a five (5) year strategic plan which recognises tradition (old and new), program innovation and continuous improvement, and a student centric leadership and wellbeing focus that is reflective of the school Ethos, mission, vision and values.
- Regularly (annually) review the strategic plan against evidence-based outcomes with the Headmaster and/or his delegate.
- Coordinate the custodianship responsibilities of our historical banners.

Outdoor Education Programs (Camps) areas of responsibility

- Responsible for developing in consultation with Student Services and the School Executive team, an Outdoor Education framework and plan with key stakeholders and providers.
 - As part of your ordinary hours and duties - manage all administrative tasks and responsibilities to deploy camps including attending the majority of camps, as and when required, as the 'Camp Coordinator' or 'Leader'. Camps include, but are not limited to:
 - Year 7 camp, Year 10 Services camp, Cadet Junior Leaders camp; STEPs camp; Art camp; Future Leaders camp; Academic First retreat.
 - Engage with Student Services regarding student data requirements and brief relevant staff attending the camp.
 - Ensure all risk assessments and requirements for the safe running and deployment of the camp is documented, and compliant with school policy and procedure including ensuring that any external providers and camp facilitators meet risk and compliance requirements.
 - Work alongside Heads of Department and/or key staff in identifying opportunities to engage and utilise external venues for curriculum access and engagement i.e. Stradbroke Island facility.
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- Work with the key stakeholders, in the capacity of liaison and support, in the planning and management of the camp program i.e. camp activities and logistics.

GENERAL DUTIES AND RESPONSIBILITIES

Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
 - Communicating and participating effectively as a member of a team in the workplace.
 - Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
 - Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
 - Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.
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