



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Outdoor Education Instructor
Department:	Glengarry
Location:	Kangaroo Valley, Southern Highlands NSW
Reports to:	Head of Glengarry, Coordinator of Outdoor Education and ultimately, the Principal.
Functional Relationships:	Principal, Head of Glengarry, Glengarry Outdoor Staff, Other Glengarry staff, Students, Parents/Carers
Date Position Description Approved:	September 2025

Primary purpose of this role:

Outdoor Education Instructors lead high quality, Outdoor Education activities, that enable students to learn through active engagement in direct, guided experience. They Lead and co-lead activity sessions, extended camps and expeditions, uphold risk management and standard operating procedures and assist with trip preparation and the maintenance of outdoor equipment and facilities. Outdoor Education Instructors are mentors, who provide pastoral support and also contribute to the development of the Glengarry program in alignment with the Glengarry vision and strategic directions of the College.

Key accountabilities:

- Professionally lead and co-lead a range of activities, overnight trips and extended expeditions to achieve identified aims and objectives.
- Carry out pre-trip briefings, plan and deliver activities, facilitate debrief sessions and ensure that all learning objectives are achieved.
- Implement risk management and standard operating procedures.
- Assist with the maintenance of outdoor equipment and facilities.
- Provide scheduled, residential morning and evening supervision.
- Participate in student mentoring and formative aspects of the program.
- Assist with the day-to-day running of the Glengarry campus.

- Collaboratively contribute to the development of the Glengarry program.

Major areas of responsibilities:

1. Delivering the Outdoor Education Program

Professionally lead/co-Lead/instruct activities within the outdoor program with consideration to;

- the sequential aims and objectives of the program,
- participant's needs and physical capabilities and
- the environment and available resources.
- Be responsible for at least one portfolio area. For example: Mountain bike program, radio and communications, student and/or staff equipment manager.

Examples of the Outdoor Program – Level 5 Instructor

- Lead/Co-Lead 1-2 day outdoor trips each week for a group of approximately 20 boys, including: hiking, mountain biking, climbing, canoeing, caving etc.
- Lead/Co-Lead extended 3, 4 and 6-day outdoor trips.
- Deliver hike briefs, de-briefs and instruction sessions.
- Assist with outdoor equipment/facilities maintenance.
- Implement and improve your allocated portfolio area

2. Delivering the wider Glengarry program

- Participate in the pastoral, student mentoring and formative aspects of the program.
- Carry out student supervisory duties as required e.g. lunch duty.
- Participate in the run / ride program.
- Attend weekly outdoor staff meetings and whole staff meetings.
- Participate in College functions, including Speech nights and Parent/student functions.
- Communicate effectively and work collaboratively with colleagues, parents and caregivers.

3. Residential / Boarding Duties

- Rostered morning and evening dormitory supervision
- Perform boarding duties as per the Boarding Staff Handbook
- Managing of a residential dorm (boarding house), with some responsibility for the welfare of students.
- Working within a team this includes the maintenance of effective communication with the parents of students and supervision of other employees ie; residential tutors

4. Policy Implementation

- Follow Glengarry Outdoor Field Manual protocols.
- Ensure students' wellbeing and safety within the College by;
 - adhering to all policies and procedures including those related specifically to living within and on the Glengarry Campus community and

- implementing school, curriculum and legislative requirements.
- Comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities, systems and the College.
- Monitor and minimise risk through the implementation of College, and Glengarry specific, Risk Management procedures.
- Support the Christian ethos of the College.

5. Assessment and reporting

- Maintain student records of field performance during the outdoor program.
- Mark, and write reports on student performance in the outdoor program.
- Communicate with students, colleagues and parents and carers about pastoral matters in a respectful, clear, caring and professional way.
- Prepare timely and meaningful feedback to students and parents, including lodging student reports on Pipeline in line with College assessment and reporting policies.
- Attend parent teacher interviews each semester, and as required.

6. Professional development

- Participate in Glengarry and College-wide professional development days.
- Attend training required for currency of qualifications.
- Reflect on own practice and set and implement individual work and professional development goals.
- Participate in the regular performance appraisal process of the College.
- Courses run by ABSA will be offered in order to build skills and knowledge in the area of Boarding.

Competencies:

Skills:

- Performs work above and beyond the skills of a Level 4.
- The ability to engage and impart knowledge and skills to students in the outdoors
- Operate within defined policy guidelines and safety parameter's
- Work as both a leader and team player in a dynamic educational organisation
- To be competent, confident and comfortable to operate effectively over a sustained period of time in an outdoor environment
- Self directed application of knowledge with substantial depth in some areas. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.
- Problem solving ability that involves the identification and analysis of diverse problems. Able to solve problems through the standard application of principles and techniques and apply experience. Able to apply expertise in making decisions.
- Responsible for driving students to/from outdoor activities in college vehicles.
- Responsible for co-ordinating a team. May supervise other staff.

Knowledge:

- At least 2 years group leading experience at Cert IV level. Completion of a degree with limited experience or advanced diploma with extensive relevant work experience
- Ability to infuse the Christian ethos into teaching practice.
- Experience in leading best practice outdoor and life skills programs.
- Passion for the potential of residential community for holistic growth of young people.
- In depth knowledge and willingness to develop and refine an allocated portfolio area

Values/Behaviour:

- Effective interpersonal communication skills.
- Flexible, collaborative, proactive and innovative.
- Commitment to personal ongoing learning.
- Professional and personal integrity.
- Demonstrate a Quest for Excellence through adventure, curiosity, creativity and growth
- Demonstrate respect for our Faith and Tradition which inspires trust, honour, loyalty and commitment
- Demonstrate leadership through teams in a spirit of service, compassion, humour and community.

Essential requirements:

Certificate IV, Diploma or Degree in Outdoor Recreation with recognised competency in at least four of the following areas;

- Bushwalking
- Navigation
- Mountain Biking
- Flat water canoeing/kayaking
- Abseil natural and artificial surfaces/structures
- Climbing natural and artificial surfaces/structures
- Sea kayaking
- Canyoning
- Surfing
- Caving

Remote or Wilderness First Aid Certificate.

Light Rigid Licence.

Royal Life Saving Bronze Medallion.

Willingness to work flexible hours and weekend days as the job and program requires

The scope of the job may change as necessitated by business demands and involvement in additional projects as required is also an expectation.

The College has adopted the Shortlyster system as an integral tool in our talent acquisition process.



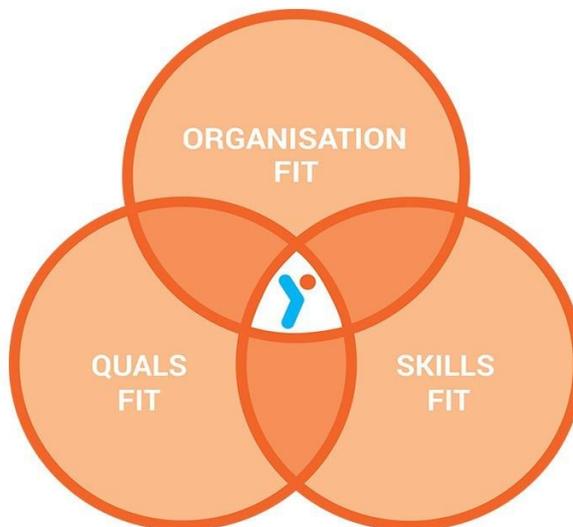
Shortlyster is an intelligent hiring optimisation platform that **identifies the right talent for your job and company culture**. Candidates are holistically matched based on job experience and qualifications, as well as a cultural and personality fit ensuring the right talent for your team and the right fit for the College.

Each candidate that applies for a position will be assessed based on the following three categories;

1. Organisational Fit: *Understanding how the candidates' behavioural characteristics and work style preferences align with the company culture.*

2. Qualifications Fit: *Assessing the candidates' education and knowledge against what's required for the job.*

3. Skills Fit: *Identifying the candidates' expertise and experience level.*



To assist us in identifying the right ‘Personality Fit’ for your job, please see below each of the Personality types along with their major characteristics. Please choose the ‘Personality Fit’ that is best suited to your role.

The Campaigner Let’s sell the dream	The Evaluator Let’s weigh up our options	The Coordinator Let’s make a plan	The Doer Let’s get it done
<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Negotiator, seller, promoter • Drawing people in and attracting audiences • Enjoys the thrill of the chase • People oriented and enthusiastic • Prefers variety and excitement over routine • Enjoys networking and building relationships • Big picture thinker, creative & imaginative • Inspiring, persuading & influential 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Logical, critical, realistic • Objective risk evaluator • Investigative, analytical, critiquing • Enjoys testing ideas & weighing-up alternatives • Likes to experiment and problem-solve • Action oriented, deliberate, & prudent • Prefers variety over routine • Outgoing yet individualistic 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Organized, prepared, & dependable • Works towards deadlines • Deliberate & quick to make decisions • Enjoys developing procedures & systems • Sets priorities, implements targets & enforces deadlines • Determined and Persistent • Action and results oriented • Analytical and objective 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Dependable consistent performer • Results driven, practical & efficient • Focused on facts, details, & present moment • Gets things done, meets deadlines, schedules, & outcomes • Enjoys routine, tried and true ways of work • Planned, prepared, & organised
The Auditor Let’s focus on the details	The Helper Let’s support each other	The Advisor Let’s investigate the problem	The Pioneer Let’s do it differently
<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Thorough, accurate, & exacting • Reserved, reflective, & contemplative • Prefers facts and detail oriented • Enjoys auditing, scrutinising & inspecting • Prefer to focus on the present • Enforces standards, procedures, & control mechanisms 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Empathetic, persuasive, & perceptive of others' feelings • Promotes collaboration and team-focus • Considerate and enjoys helping & supporting others • Driven by person values • Beliefs oriented • Reserved, reflective, & contemplative • Giving and approachable 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Collaborator, mentor, & counsellor • Enjoys gathering information, sharing knowledge and providing advice • Consulting and approachable • Open-ended and flexible • Seeks to understand and is tolerant • Easy to share with & likeable • Willingness to change & spontaneous 	<p>Major Characteristics:</p> <ul style="list-style-type: none"> • Innovator, entrepreneur, & conceptual thinker • Enjoys challenging the status quo and generating new ideas • Creative, imaginative, and the conceptually abstract • Visionary and future-oriented • Ideas driven and big picture focused • Spontaneous, flexible, open-ended • Unplanned