



ST CUTHBERT'S COLLEGE JOB DESCRIPTION

Position Title	Outdoor Instructor - Kahunui				
Reports To	Head of Campus - Kahunui				
School/ Support	Whole School / Support				
Position Number	JD 075	Version Number	V01	Date	January 2021

BY LOVE SERVE

The values embodied in the St Cuthbert's College ("**the College**") motto "By Love Serve" guide all our interactions. The College Compass also underpins the delivery of education and services at the College. It is comprised of these four key principles:

- **Striving for excellence**
- **Developing all dimensions**
- **Building a connected community**
- **Pursuing innovation, valuing tradition**

ROLE PURPOSE

To deliver the academic curriculum, outdoor programme, contribute to curriculum content, assessment of student progress, reporting to parents, keeping accurate records and playing a full part in the life of Kahunui.

Enabling staff and students to have optimal experiences.

To uphold the St Cuthbert's College values "By Love Serve".

NATURE AND SCOPE OF ROLE

Enhancing St Cuthbert's College by:

- Supporting leadership to staff and students at Kahunui
- Developing engaging high-quality outdoor education programmes for Year 10 students
- Ensuring Kahunui operations adhere to contemporary safety standards, the College's educational philosophy, policies, the strategic plan and annual budgets
- Being aware of the customer-oriented nature of the work to be undertaken and being able to communicate effectively with people at all levels of the College;
- Demonstrating commitment to excellent customer service;
- Being conversant with all College systems, policies and procedures;
- Ensuring that all activities and interactions are consistent with and supportive of College goals.
- Delivering consistently the expected professional standards and behaviours for both external and internal customers;
- Projecting a professional image of the College at all times.

CHALLENGES

Challenges	<ul style="list-style-type: none"> ▪ Managing relationships. ▪ Ensure communications with students are appropriate and professional
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KEY RESPONSIBILITIES/ ACCOUNTABILITIES

Key Tasks	Expected Results
Outdoor Programme	<ul style="list-style-type: none"> ▪ Participate in outdoor programmes to meet individual and group needs based on the guidelines set out in the Kahunui SOG's and national best practice guidelines ▪ Maintain accurate outdoor activity folders ▪ Support the delivery of outdoor programmes ▪ Maintain a comprehensive record of student achievement and social development ▪ Demonstrate sound teaching routines and learning environments ▪ Demonstrate sustainability practices ▪ Ensure outdoor gear is maintained
Pastoral Responsibility	<ul style="list-style-type: none"> ▪ Ensure the health and safety of all students ▪ Work with Head of Wellbeing to ensure student pastoral information is communicated to staff and appropriate actions are taken ▪ Ensure all communications with students are appropriate and professional
Community	<ul style="list-style-type: none"> ▪ Work with the local community (this includes the valley community), council, government agencies and iwi to build strong relationships, cultural harmony and understanding, foster knowledge sharing for Kahunui. ▪ Support a robust H&S culture and initiatives in unison with the local community and iwi ▪ Work with the Head of Campus Kahunui, to support all initiatives ▪ Attend College functions as required and welcomes visitors on College business ▪ Works with external parties to support the College
General	<ul style="list-style-type: none"> ▪ Foster collegiality in relationships across the College ▪ Conduct oneself in a professional manner at all times ▪ Be conversant with all College systems, policies and procedures ▪ Ensure that all College Health and Safety procedures are maintained ▪ Undertake any other duties as required
Professional Development and Leadership	<ul style="list-style-type: none"> ▪ Assist in the preparation of outdoor instructing resources ▪ Be responsible for a Student House when appropriate ▪ Ensure debrief sessions with students, with the management ▪ Ensure student comments are entered onto reports
Leadership	<ul style="list-style-type: none"> ▪ Lead, mentor and motivate staff. ▪ Promote and support strong linkages across the College. ▪ Develop a positive, supportive and By Love Serve culture at the College. ▪ Represent the College within relevant associations and at relevant events. ▪ Manage privacy concerns of all parties with care, empathy and professionalism.
Financial	<ul style="list-style-type: none"> ▪ Maintain accurate financial records. ▪ Pursue savings and cost management objectives.
Administration	<ul style="list-style-type: none"> ▪ Ensure the accuracy and timely completion of all correspondence relating to major College events.

Curriculum Delivery	<ul style="list-style-type: none"> ▪ Support the delivery of outdoor programmes ▪ Ensure programmes and techniques are varied, reflecting the New Zealand curriculum and needs of Kahunui ▪ Learning programmes are carefully planned to meet individual and group needs ▪ Programmes are delivered in a manner appropriate to the general level of the students. ▪ Programmes delivered meet all requirements set down by the College and where appropriate set national prescriptions. ▪ Programmes should reflect values of honesty, reliability, respect for others, for the law, tolerance, caring, non-sexism and non-racism. ▪ Regular monitoring and recording of student progress against achievement objectives, and in line with College policies is accomplished. ▪ A purposeful working atmosphere is established, through adherence to routines, positive relationships, a safe and attractive environment, and respect for the rights, cultures and values of students. ▪ Integrate the outdoors. ▪ Instructing relevant projects ▪ Maintains a comprehensive record of student achievement and attendance ▪ Students develop an appreciation of the environment
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GENERAL

Key Tasks	Expected Results
Team Member	<ul style="list-style-type: none"> ▪ Foster collegiality in relationships across the College. ▪ Undertake any other duties or projects as required. ▪ Be conversant in all College systems, policies and procedures.
Reputation	<ul style="list-style-type: none"> ▪ Always conduct oneself in a professional manner. ▪ Ensure that the College presents an attractive, safe, clean and stimulating environment at all times.
Health & Safety	<ul style="list-style-type: none"> ▪ Adhere to safe work practices as determined by the College's Health and Safety Policy. ▪ Ensure that the College is not exposed to unnecessary risk or costs associated with non-compliance. ▪ Be familiar with and aware of all emergency procedures in the College. ▪ Maintain safe, organised and neat work areas.
Global Citizenship	<ul style="list-style-type: none"> ▪ Support and assist with implementing Global Citizenship initiatives.
Self-development	<ul style="list-style-type: none"> ▪ Keep abreast of industry and professional knowledge. ▪ Personal skills and competencies kept up-to-date with professional development.

STAKEHOLDERS

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| <ul style="list-style-type: none"> ▪ Head of Campus Kahunui ▪ HOD of Curriculum Area(s) ▪ Academic Staff ▪ Support Staff ▪ Students ▪ Parents/Guardians ▪ Other Providers ▪ Land Owners | <ul style="list-style-type: none"> ▪ Support staff ▪ Academic staff ▪ Principal and Heads of School ▪ Wider College Community |
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KEY COMPETENCIES

Experience	Minimum Requirement/ Expectation
Professional qualifications/ experience	<ul style="list-style-type: none"> ▪ Advanced qualifications in one or more outdoor pursuits ▪ Current First Aid Certificate ▪ Excellent knowledge of and experience in the New Zealand bush ▪ Competence in Google, iLife and Microsoft Suite ▪ Very strong communication skills ▪ Understanding and use of various media
Personal attributes	<ul style="list-style-type: none"> ▪ Excellent communication skills (verbal and written) with a wide variety of audiences. ▪ Strong written/oral communications, research, proofreading, and leadership skills ▪ Work well under pressure, be able to multi-task, meet deadlines, solve problems and take initiative. ▪ Strong interpersonal skills and capable of building effective relationships with team members, internal teams and customers to gain their trust and respect. ▪ Excellent prioritisation and forward planning skills. ▪ Demonstrates a commitment to delivering on key objectives. ▪ Results oriented and self-motivating. ▪ Anticipates potential problems and proactively addresses them. ▪ Shows high levels of initiative, flexibility and adaptability. ▪ Able to make decisions and think in a focused, analytical and detailed manner. ▪ Accepts full responsibility for self and contribution as a team member. ▪ Values and respects other people's opinions and contribution at every level of the business. ▪ Honest and ethical with customers and fellow colleagues at all times. ▪ Adopts and maintains a professional and positive attitude including standard of dress and demeanour. ▪

The above duties and responsibilities within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.