



Pymble Ladies' College

POSITION DESCRIPTION

Title: Experiential Learning Assistant

Reports to: Director of Experiential Learning

POSITION SUMMARY

The Experiential Learning Department facilitates high-quality experiential education programs for students. The Experiential Learning Assistant is responsible for supporting the administration, communication and facilitation of these programs.

An Experiential Educator does not assume a traditional teaching role but contributes to the holistic education of *Pymble* students through their work and programs.

Hours of work per week:	19 hours (0.50 FTE)
Days in office:	3 days
Proposed Hours in office:	9:30am – 4:00pm

ROLE RESPONSIBILITIES

1. Duke of Edinburgh's Award Scheme

- 1.1. Create strong systems and processes for award participants to access and utilise for their Duke of Edinburgh Award progress.
- 1.2. Support award participants by being available for face-to-face meetings at predetermined times.
- 1.3. Work with the Duke of Edinburgh Captain to ensure she effectively and constructively offers support to award participants.
- 1.4. Liaise with NSW State Office to ensure compliance in the way the College operates the Award Scheme.
- 1.5. Attend Gold Award ceremonies where relevant.
- 1.6. Attend College assemblies to award bronze and silver awards.
- 1.7. Ensure record keeping is accurate for the purposes of reporting.
- 1.8. Attend training provided by the NSW or National Duke of Edinburgh Offices.

1.9. Liaise with the Experiential Educator to ensure that specialist adventurous journeys and/or residential projects are compliant and meet the standards of the Award.

1.10. Create and maintain an assessor/supervisor database which tracks adult volunteers and ensure that Working with Children clearances are performed for those adults.

2. College International Tours program

2.1. Assist in the creation of strong systems and processes for College staff to access and utilise for International Tour administration.

2.2. Monitor tour administration for all current tours and ensure that Lead Teachers and Teachers are meeting timelines and requirements.

3. College Adventure Sports programs

3.1. Assist in the creation of strong systems and processes for adventure sports, including liaising with Co-Curricular administration as to the synergetic registration and deregistration of students in these programs.

3.2. Ensure record keeping is accurate for the purposes of reporting, charging and roll marking.

3.3. Liaise with relevant commercial providers and stakeholders to ensure consistent delivery of the programs.

3.4. Communicate all relevant program information to students and parents in a timely and professional manner.

4. Special project work as delegated by the Director of Experiential Learning or the Deputy Principal

5. Communication

5.1. Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

6. Risk and Compliance

6.1 Report directly to the Principal on any matters relating to child protection.

6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

7. Professional Learning

7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

8. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Proven experience working in a complex administrative environment
- A sound understanding of K-12 Co-Curricular programs in schools
- The ability to identify and support improvement to an evolving program
- Well-developed communication, time management and organisational skills
- Capacity to work within existing financial budgets and support College administrative processes
- Effective relationship management skills with staff, students, parents and external service providers and other stakeholders
- Willingness and ability to adopt a flexible approach to work tasks and manage changing priorities
- Advanced typing and word processing skills
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic
- A high level of information technology acumen.