

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Head of Long-Stay Program
Date updated:	February 2022
Reports to:	Head of Upper School / Director of Vision Valley

Position Purpose and Objectives

The Pymble Ladies' College Long-Stay Program is a new, residential program based at the Vision Valley campus for students of Year 9. The program encompasses a range of activities and experiences in residential and outdoor education settings with a fundamental focus on personal development, connections with others and the environment, while building resilience, problem solving methodology and collaboration skills. The academic program will seek to complement the natural environment and make learning practical, relevant and engaging.

The Head of Long-Stay Program will, along with various College stakeholders, develop and deliver an exceptional residential program. The core emphasis of this role is supporting the wellbeing and safety of all students on program and striving to link the key components of the program and the daily schedule in a synergetic and complementary way.

The Head of Long-Stay Program will display a clear passion for working with students in a residential, experiential learning setting. They will be committed to the exemplary care and wellbeing of students and diligent in providing opportunities to maximise their long-stay experience. As a member of the Vision Valley leadership team, the Head of Long-Stay Program will work collaboratively to build a strong and connected residential community and maintain a reputation of excellence in all areas of programming and wellbeing support.

The new position will commence with a dual reporting line, reporting to the Director of Vision Valley and the Head of Upper School. Whilst this role does not require a teaching load, facilitation of lessons, activities and experiences is expected as relevant and appropriate to enhance relationship building and the experiences of students.

Alignment with Strategy

The College has just launched its new Strategic Roadmap entitled 'Watch us change the world'. Our strategic plan links to the College wellbeing framework which focusses on Mind, Body and Spirit. The strategic pillars centre around Academic Intelligence – Knowledge for a better world, Digital Intelligence – Technologies for an innovative future, Emotional Intelligence – Empowered to be Courageous and Social Intelligence – Diversity as the path to unity.

The Head of Long-Stay Program will work with the Director of Vision Valley, the Head of Upper School their teams and colleagues to ensure these pillars and the wellbeing framework is represented in the long-stay program run at Vision Valley.

Core Job Role Accountabilities

1. Leadership and delivery of Long-Stay

- 1.1 In collaboration with the key stakeholders, design, resource and deliver a safe, well-supported and engaging Long-Stay program for students of Year 9.
- 1.2 In collaboration with the Senior Deputy Principal, Director of Vision Valley and Chief People and Culture Officer, recruit for excellent staff who are committed to the College values and will enable and enhance the outcomes of the Long-Stay program.
- 1.3 Develop clear expectations and directions for staff responsibilities and performance, along with appropriate structures and processes to support the work of staff.
- 1.4 Monitor compliance with all relevant College policies, including but not limited to the College's Child Protection Policy and the Staff Code of Behaviour.
- 1.5 Promote a positive culture with Long-Stay and Vision Valley staff including building professional relationships and morale.
- 1.6 Lead staff including communicating duties, setting clear expectations regarding professional behaviour and performance, with monitoring, support and intervention as appropriate.
- 1.7 Build trust through diplomatic and confidential interactions and work collaboratively to nurture, grow and support staff.
- 1.8 Lead review processes to evaluate the effectiveness and impact of the Long-Stay program and staff, seeking continual improvement through refinement and innovation.
- 1.9 Assist in the provision and dissemination of detailed information briefings and debriefings regarding the Long-Stay program for parents/carers, staff and students.
- 1.10 Seek to educate parents/carers and members of the College community about the purpose and value of the Long-Stay program and of Outdoor Education.

2. Care of students

- 2.1 Provide exemplary and comprehensive care to facilitate the physical, emotional, spiritual, academic and social wellbeing of students.
- 2.2 Ensure processes are in place to enable students to effectively manage their daily routines and commitments.

- 2.3 Foster a positive and resilient culture reflecting the five core values of the College: care, courage, integrity, respect and responsibility.
- 2.4 Understand and respond accordingly to student's developmental stage in relation to their level of autonomy, decision making and time management.
- 2.5 Create and sustain an atmosphere of care, support and respect by setting and maintaining clear expectations for students.
- 2.6 Communicate with the Head of Upper School in relation to the holistic care of each student.
- 2.7 Seek to sustain and enhance relationships with families and key College personnel to support the program and its participants - to maximise their unique opportunity to learn and grow from the Long-Stay experience.
- 2.8 Fulfill administrative tasks and functions in a timely and appropriate manner including writing report comments, adding wellbeing reports, overseeing all leave and transport arrangements and completing required risk management documentation.
- 2.9 Oversee the administration of medication to meet College and legislative requirements, or delegate these responsibilities to the nurse of duty or another on-call staff member.
- 2.10 Carry out on-call supervisory duties as rostered.

3. Administration and Communication

- 3.1 Demonstrate excellent organisation and communication skills at all times.
- 3.2 Conduct all communication with students, staff, parents/carers, members of the community, clients and external entities in a professional and respectful manner in alignment with the College style guide.
- 3.3 Contribute towards the development of effective communication by building positive and professional relationships with staff, students, parents/carers and industry associations.
- 3.4 Report all student wellbeing matters to the Principal and/or the Director of Vision Valley/ Head of Upper School in a timely manner.

4. Risk and compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and emergency response practices.

- 4.3 Report any illness, injury, hazard, near miss or accidents and losses as soon as they are detected to the Director of Vision Valley and ensure the appropriate paperwork has been completed in its entirety.

5. Professional Learning

- 5.1 Continuously align your skills, qualifications and professional learning to ensure that you are meeting the obligations of your role.
- 5.2 Work in partnership with the Director of Vision Valley and the Director of Research and Development to build a bank of data that illustrates the outcomes of participation in the Long-Stay Program and Outdoor Education, both historical and current/emerging.
- 5.3 Develop a professional learning plan for Long-Stay staff to ensure all staff are appropriately qualified and continually building their skills and experience.

Position and Leadership Capabilities

- Accountability and Decisive Action
You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.
- Interpersonal Effectiveness
You are recognised for your insightful and empathetic approach which sees you connect authentically with staff and students.
- Individual and People Leadership
You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.

Core Skills, Knowledge and Experience

- Previous experience in a long-stay, experiential learning residential environment, supporting, leading and mentoring young people.
- Demonstrated passion for working with students in a residential setting and dedication to supporting their physical, emotional, spiritual, academic and social needs.
- Willingness to support the ethos and values of the College.
- Commitment to maintain specific qualifications including a full driver licence, Provide First Aid, Youth Mental Health First Aid and Duty of Care Fundamentals.
- Ability to develop positive and supportive relationships with students, parents and staff and demonstrate interpersonal skills that will sustain quality relationships.

- Understanding of the requirements implicit in Duty of Care and ability to support the expectations of the College in relation to the care of students.

Desired Qualifications

- Diploma in Outdoor Recreation Qualification, or equivalent
- LR or MR driver's licence, or willingness to obtain this licence
- First Aid Certificate, preferably remote or wilderness context
- Tertiary degree in Education