



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Experiential Learning Coordinator
Classification	Full Time
Position of Leadership	POL 3
Time Allowance	12 x 70-minute periods per 10-day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Staff & Operations
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Operations Team OHS Committee

Purpose of the Position

The Experiential Learning Coordinator is responsible to the Deputy Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Experiential Learning Coordinator will be instrumental in enhancing our students' learning journey through experiential activities. Working in close collaboration with the Deputy Principal Staff & Operations, the Experiential Learning Coordinator will be responsible for providing information and guidance to teaching and support staff regarding various experiential learning opportunities, excursions, and incursions for our students, ensuring a high level of consistency and communication for all events.

The Experiential Learning Coordinator will be primarily responsible for managing logistics of all approved College events via the EMS360 platform, ensuring safety compliance, and optimising the educational impact of these experiences.

The Experiential Learning Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

The Experiential Learning Coordinator will oversee all aspects of activities within the school, taking a proactive approach to strengthening the quality of all programs offered, and ensuring a high level of consistency and accuracy with relation to all documents submitted.

They will have a central role in maintaining the Activities, Camps and Excursions (ACE) feature within the EMS360 Platform, and the Safe Trip Builder platform for risk assessments – which will also extend to upskilling staff on the use of these platforms.

The broad duties of the Experiential Learning Coordinator will be to undertake work in the areas below:

Planning and Coordination of Excursions & Incursions:

- Oversee and coordinate the planning process for all excursions and incursions, ensuring alignment with educational objectives and curriculum requirements.
- Regularly review the EMS360 platform to ensure appropriate submissions of ACE details, and follow up with staff where necessary.
- Provide guidance to the Deputy Principal Staff & Operations in relation to approvals/declines for various events.

- Maintain the College calendar with all relevant excursion and incursion details in a logical and timely manner.
- Proactively support staff in the development of use of EMS360 ACE features.
- Collaborate effectively as part of the Operations Team to minimise disruption to timetabled classes.

Safe Trip Builder Platform:

- Manage and oversee the Safe Trip Builder platform, ensuring it is utilised effectively to plan and execute safe and successful excursions.
- Provide guidance and support to staff on using the platform appropriately, including holding regular training sessions and creating instructional booklets.

Co-curricular & In Lieu Activities:

- Collaborate with relevant members of College staff to plan and communicate co-curricular and in lieu activities, fostering a well-rounded educational experience.
- Coordinate schedules for co-curricular events and communicate details to staff, students, and parents/carers.
- Provide staff with equitable allocations within the College and Award guidelines to ensure consistency in allocations of co-curricular and in-lieu activities.
- Develop and maintain accurate records in accordance with current Agreements and School policies.

Operoo Platform Administration:

- Collaborative effectively with the Deputy Principal Staff & Operations and the Daily Organiser & Events Manager to ensure consistency in all Operoo communications.
- Oversee the administration of the Operoo platform for excursions and incursions, streamlining processes and ensuring timely consent.
- Train staff members on using Operoo effectively and troubleshoot any issues that may arise.
- Ensure appropriateness of the *Educational Rationale* for all Operoo events communicated to parents/carers.

Safety and Compliance:

- Prioritise student safety by adhering to all relevant policies and guidelines during excursion and incursion planning and execution.
- Review risk assessments and suggest further safety protocols to mitigate potential risks.
- Report incidents on excursions and incursions to the OHS Committee and all other relevant parties as required.
- Develop a proactive approach to risk management.
- Collaborate with the College Compliance Officer to ensure all processes and procedures relating to incursions, excursions and activities are sound.

Feedback and Evaluation:

- Collect feedback from staff, students, and stakeholders to continuously improve the quality and impact of experiential learning experiences.
- Evaluate the effectiveness of excursions and incursions in achieving educational objectives through establishing processes and procedures for follow-up of all ACE events.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. An excellent grasp of current educational and operational thought and practice.
8. An understanding of EMS360, Operoo, Safe Trip Builder and/or other relevant educational management and consent systems.
9. Demonstrated commitment to ongoing professional learning.
10. Proven commitment and understanding of OHS and Compliance procedures with relation to Activities, Camps and Excursions.
11. Proven effective experience in policy and procedure creation and implementation.
12. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crrccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

Applications close: 9am Monday 21 August