



# ST. JOSEPH'S INSTITUTION INTERNATIONAL

**St Joseph's Institution International** is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

## **Outdoor Education & Enrichment Specialist**

The Outdoor Education & Enrichment Specialist is required to support the continuous development of a progressive whole-school Outdoor Education & Enrichment Programme for students across Grades 7-12 and provide students with a stimulating, challenging and enjoyable learning experience both in and beyond the classroom. Work collaboratively with the Assistant Principal of Enrichment, Outdoor Education Coordinator, and broader enrichment team to lead and deliver Outdoor Education & Enrichment sessions from Grades 7-12. Attend all expeditions (within Singapore & overseas). Contribute and support a range of activities to support the holistic education that SJI International provides, including other enrichment trips and experiences.

### **Main responsibilities include:**

#### **Responsibilities**

- Identify and adopt the most effective active, creative teaching approaches for SJI students in line with current best practice
- Deliver Outdoor Education sessions to students effectively across the age, and ability ranges from Grade 7-12
- Adopt strategies to support individuals with SEN/EAL in line with school and faculty policy, as guided by the Learning Support team
- Plan and deliver appropriate Outdoor Education lessons under the Physical Education curriculum
- Plan and deliver appropriate Outdoor Education lessons/workshops for the delivery of Bronze, Silver and Gold NYAA
- Collaborate effectively with students, parents, and staff
- Support the Sports Department by taking and overseeing teams in the ACSIS and National School Games league in Singapore and overseas (inclusive of coaching)
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training and annual performance review
- Attend and contribute to OE team staff meetings
- Support other whole school events where necessary

**Other duties:**

- Work closely with the Outdoor Education Coordinator to support a progressive Outdoor Education programme across the whole High School
- Be a member of the Outdoor Education/Enrichment team and contribute to the planning and delivery of materials
- Support the planning and delivery of Outdoor Education activities and expeditions from Grades 7-12
- Be the lead member of staff supporting individual tutor groups for the NYAA where required
- Oversee the progress of a specific group of students completing the Bronze, Silver and Gold NYAA
- Support NYAA students with reflections for their NYAA, offer 1-1 support where necessary
- Attend all overseas and local expeditions in the OE Department (including practice expeditions)
- Work closely with CAS project week students and attend the expeditions as the main support and contact
- Enthuse, inspire and encourage students to participate in a range of Outdoor Education activities
- Support the OE Coordinator in working with the NYAA central office to organise awards
- Share good practice with Outdoor Education staff where qualifications and experience enable
- Ensure own learning and development are kept up to date and in line with current good practice
- Attend training and assessment courses as a commitment to own professional development in Outdoor Education. Prepare for training and assessment courses to gain further qualifications as required by the school.
- Contribute to all areas of Enrichment CCAs, Sport, Service and Lasallian values programmes. Act as a support and chaperone for events including, but not limited to, World Scholars Cup, Sports Tours, Debate, Law Conferences etc.
- It is a requirement of the post-holder to work flexibly, including evening, overnight, weekend and holiday activities, trips and expeditions.

**Collegiality:**

The role involves working closely with the following stakeholders –

1. AP Enrichment
2. Students
3. Outdoor Education Coordinator
4. Service and CASL Coordinator
5. Form tutors
6. Sports Coordinator/HOF Sport
7. Parent/Guardians

**General:**

1. The appointment is subject to general conditions of service for SJII Employees
2. Professional development is an integral part of the post. The post will be subject to an annual process of performance review/appraisal

This job description is current as of July 2023. It is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

**Requirements:**

- First aid qualification suitable for off-site education
- Bachelor’s degree or diploma in a relevant field
- Capable of independent and committed effort, with good organisation & interpersonal skills
- Experience working with children/adults in the Outdoor Education sector
- Knowledge of safeguarding issues in a school environment

***Disclaimer***

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

Date of production of this document:	July 2023	Date for next Review:	
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