



JOB DESCRIPTION

Date	September 2026
Position Title	Ignite Outdoor Education Graduate Teacher - Outdoor Education
Reports to	Head of Outdoor Education

Summary

The goal of Hale School's Outdoor Education program is to provide opportunities for students to develop a deeper understanding of themselves and their relationships with a diversity of social, cultural and biophysical environments. These goals support many of the "overarching" and "specific" learning outcomes clearly articulated in the Australian Curriculum.

The outdoor environment provides a plethora of opportunities for students of varying ages to explore their own skills and abilities. These experiential learning environments therefore extend the traditional classroom and add considerable value to various subject curricula. In addition, these experiences provide each student with the opportunity to develop and explore their own often-latent personal, management and leadership potential. The role of the Outdoor Educator is to create a scaffolded pedagogical approach to facilitating these experiences in a safe workplace and within the context of the natural outdoor environment.

The Ignite Outdoor Education Graduate Internship is a teaching/support position as part of the Outdoor Education Department. It is suited to either a university graduate of a teaching qualification or a graduate of another relevant degree who is eligible for limited registration to teach. The Internship is by yearly appointment renewable to a maximum of 2 years. The second year of this appointment includes some administration and camp coordinating experience. Ongoing employment may then be available on a Fixed Term Contract basis.

Each year the Internship includes the provision of a major qualification in an Outdoor Education discipline.

The Ignite Graduate Second Year is 0.8 role which equates to a total of approximately 140 days, comprised of 100 program days and nights with students, and the remainder in non-contact days of program support, camp administration and qualification attainment and training. There are around 20 weekend days away in the program.

Responsibilities

Hale School Outdoor Education Department is committed to providing a high-quality field program with a large expedition element and considerable time away in communal living. Being part of this work environment requires an understanding and commitment to the culture of the workplace. You are required to uphold Hale School's Values, Staff Code of Conduct and adhere to all relevant School Policies and Procedures while demonstrating a commitment to safe work practices and the goals of the department.

While participating in any employment activities in the Hale School Outdoor Education Department, the Ignite Graduate Outdoor Education will:

Professional Practice

- Work under the direction of the Head of Outdoor Education and the appointed Outdoor Education Department Mentor
- Report concerns and give feedback regarding department goals
- Demonstrate teamwork and ethical behaviour
- Be reliable, punctual and professional
- Demonstrate good time management skills
- Effectively engage in risk assessment and risk management where required
- At all times maintain professional practices that adhere to relevant safety and risk management procedures and guidelines
- At all times work practices must align with all relevant industry standards and school policies
- Work in accordance with Hale School's Statement of Purpose, Vision and Teaching and Learning Philosophy but particularly Policies and Procedures that outline relevant medical protocols, duty of care and responsibilities associated with staff conduct and duty of care
- When required, participate in all professional development activities
- Work within department frameworks, policies and guidelines

Communication, Productivity and Administration

- Ensure and maintain effective and appropriate communication before, during and after work
- Efficiently fulfill any administration and management requirements as directed
- Ensure that communication, either written or verbal is in accordance with Australian Standard English.
- Demonstrate a proficiency with Microsoft 365 Office Applications and Service
- Maintain a productive work environment
- Facilitate safe working practices
- Keep accurate records
- Demonstrate initiative
- Demonstrate a professional manner in dealing with boys, parents, staff and the general public

Other

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Key Working Relationships

Key working relationships include but are not limited to:

- Director of Co-educational Experiential Learning
- Head of Outdoor Education
- Outdoor Education Department staff members

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm. All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

Pre-requisites for the role

All Hale School Outdoor Education camps depart from and return to Hale School in Perth. There is often a requirement on staff to drive vehicles to and from camp.

Successful appointees must hold the following by the commencement of employment:

- Eligibility to work in Western Australia
- Hold appropriate teaching qualifications.
- Have current registration as a teacher with the Teacher Registration Board of Western Australia (TRBWA) or be eligible for registration.
- Current Working with Children Check
- Mandatory Reporting compliance – Hale School
- A Western Australian Driver's License- Manual LR/MR/HR with PTD endorsement

Training Provided at Hale School:

- START (School Teachers Aquatic Rescue Training): Feb each year
- Where not already held, one of the following two Professional Training Opportunities each year:
 - Abseil Instructor Training through Outdoor Discoveries
 - Sea Instructor Qualification -Year 2
- Wilderness First Aid Training: (3 day course/recert) as it falls within period of employment

Highly Desirable

Successful appointees who hold the following will be at an advantage. Where not held, the appointee will be highly encouraged and supported to achieve the same:

- Paddle Australia – Canadian Canoe guide
- Paddle Australia – Sea Kayak Guide
- State or National Abseil Guide or equivalent Qualification