

Job and Person

Specifications

DETAILS	
Position Title:	Coordinator of Environmental Education
Sub School:	Administration
Line Manager:	Business Director
Reports To:	Business Director
Commencement Date:	2 November 2020
Tenure:	Permanent 0.83FTE Monday – Friday 8am – 4pm (term time only)

DIMENSIONS OF POSITION

The Coordinator of Environmental Education is responsible for the management of the Tatachilla Lutheran College EcoClassroom and oversees the day to day running of environmental education and sustainability programs throughout the College. Working closely with Environmental Resource Officers, the Coordinator is responsible for the design, development and implementation of environmental educational support through curricular, co-curricular and extra-curricular programs for staff, students and local and wider community. The Coordinator will liaise and develop meaningful relationships with College staff, community groups, non-government and government agencies. The Coordinator will develop and implement the College's EcoClassroom Management Plan, Strategic Plan and Sustainability Policy in line with the six principles of the Lutheran Education Earth Care Charter.

POSITION OBJECTIVES

The Coordinator of Environmental Education will:

- (a) assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College; and
- (b) accept the delegated responsibility and authority vested by the Principal.

ACCOUNTABILITY

The position is accountable to the Principal through the Business Director.

JOB DESCRIPTION

In collaboration with Environmental Resource Officers, the following responsibilities and accountabilities will be undertaken by the Coordinator of Environmental Education:

1. embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
2. maintain the highest levels of commitment to compliancy, review and continuous improvement of child protection policies and practices;
3. support and implementation of environmental and sustainability education across an R-12 school



setting in line with the College ethos and the six principles of the Lutheran Schools Earth Care Charter;

4. design and develop curriculum resources and provide ongoing support for class-based or whole school endeavors in environmental studies;
5. coordinate and deliver environmental programs across a range of settings including students from Tatachilla Lutheran College, local and wider area schools and community groups, non-government and government organisations;
6. foster engagement with Aboriginal and Torres Strait Islander communities in line with the College's Reconciliation Action Plan (RAP);
7. oversee the education of the TLC Community for Indigenous Education through the liaison with teaching staff; wider community and Indigenous families and students;
8. assist in management of flora and fauna based on sound ecological principles, including database entry and record keeping;
9. coordinate the care and management of native fauna and class animals including animal ethics and other relevant legislation;
10. planning, development and ongoing implementation of revegetation programs;
11. support staff in the delivery of educational programs to students through the vegetable gardens, chicken program, animals in the classroom, MiniBeast and BushFood gardens;
12. support and mentor students in co-curricular programs e.g. Student Environment Council and Rangers;
13. support and mentor students to assist in the development and delivery of sustainable programs at the College including 10c deposit container, paper recycling and other environmental and waste management programs;
14. attend and have input into various excursions and camps within curriculum;
15. promote the EcoClassroom and environmental education through newsletters, social media, College webpage, media interviews, Twilight Food Affair and through local and wider community activities e.g. Willunga Almond Blossom Festival;
16. encourage community involvement through the Friends of the EcoClassroom, fee for service activities, school visits, camps, workshops and holiday activities;
17. establish and maintain effective working relationships with a range of individuals and community groups including Trees for Life, wildlife sanctuaries, non-government organisations and local, state and federal government agencies;
18. oversee school budget and funding for the EcoClassroom. In partnership with the environment team and Business Director, seek, apply and report on new and existing grants and sponsorship opportunities; and
19. perform other duties as the directed by the Principal.

WORK ENVIRONMENT

Practical work is delivered in Tatachilla Lutheran College's EcoClassroom environment with other work taking place in classes across all sub schools, outdoors and within a community setting. Outdoor physical work will be occasionally required.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.



KEY PERFORMANCE INDICATORS (KPIs)	
Management of EcoClassroom	Sensitive and practical management of the EcoClassroom in line with the College's Strategic Plan.
Coordination of Environmental Education	An efficient, competent and confident approach to completing tasks that support the aims, purposes and ethos of environmental education at Tatachilla Lutheran College.
Coordination of Indigenous Education	Oversees the education of the TLC Community for Indigenous perspectives in education through the liaison with Australia's First Nations', teaching staff, wider community and support of Indigenous students and families at the College.
Promotion of EcoClassroom and environmental programs	Foster student involvement and ownership. Create a prevalent profile of the environmental ethos of the College via promotion across a number of platforms.
Communication	Development of meaningful relationships and shared partnerships with staff, students and parents, community groups, sanctuaries, schools, Aboriginal and Torres Strait Islander community, Tertiary Education facilities, non-government and government agencies.
Organisation	Administrative tasks and duties are performed to a high quality in an organised and efficient manner.

WORK, HEALTH AND SAFETY

You are required to comply with legislated and College endorsed Work, Health and Safety (WHS) obligations. Accordingly you must:

1. take reasonable care of your own and others health and safety in the workplace; including not performing duties whilst under the influence of drugs and/or alcohol;
2. bring to the attention of management any hazards/incidents and/or near misses, which may take place or be observed during the normal course of their duties; and
3. follow all safety rules.

Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Tertiary qualification in Environmental Science or Natural Resource Management.
- Evidence of sound knowledge and experience and understanding of the subject area.
- Current TAE40116 Certificate IV in Training and Assessment or equivalent is desirable.
- Mandatory Notification.
- Working with Children Check (WWCC).

PERSONAL SKILLS, ABILITIES AND APTITUDE

- Able to interpret and promote the culture of the College to the wider community.
- Excellent personal and organisation skills.
- Excellent level of communication and interpersonal skills.
- Be able to work independently and as part of a team.
- Be able to work in a dynamic and changing environment with flexibility and a solutions based attitude.
- Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.
- Experience of developing and implementing effective programs in a busy educational environment.
- Personal commitment to continuous self-development and improvement.

KNOWLEDGE AND EXPERIENCE

- Natural area conservation and biodiversity management.
- An understanding of local Indigenous culture in support of the College's Reconciliation Action Plan (RAP).
- Knowledge of the Australian Curriculum in a Reception–Year 12 school setting is highly desirable.
- High level of ICT skills including but not limited to Microsoft Office suite. Knowledge of GIS and ZIMMS Species 360 software is desirable.
- Knowledge of Southern Mt Lofty Ranges and Fleurieu Peninsula flora and fauna is desirable.
- Experience in working with native animals in a safe, competent and confident manner is highly desirable.
- An up-to-date knowledge of current environmental affairs.
- Knowledge of relevant legislation and permit requirements is highly desirable.
- Experience in use of tools and equipment in a conservation setting.
- Some out of hours work required; including weekend and holiday work, supervision of students during community conservation days, some overnight absences, camping and travel may occasionally be

Application Process

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. write a covering letter including previous experience and vision for the position at the College;
2. include a curriculum vitae with academic transcripts; and
3. list three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications mark CONFIDENTIAL, address to the Principal, Tatachilla Lutheran College and send electronically to jobs@tatachilla.sa.edu.au