

**MOUNT ALBERT GRAMMAR SCHOOL**

**Outdoor Education EOTC Assistant**

**Job Description**

**Responsible to**: HoF PE and Health

**Functional Relationships with:** HoD Outdoor Education, Outdoor Education Teachers, Students

**Hours of Work:** Varied depending on the needs of the EOTC trip schedule

**Key Tasks:**

**Transport**

* Assist with transporting students and gear to and from outdoor education settings

**General Supervision**

* Lead a group of up to 11 students in an outdoor education setting (this will be varied and is not limited to the following situations; camping, tramping, mountain biking, rock climbing, white water kayaking and canoeing)
* Assist with the supervision and oversight of students whilst on location, and to and from outdoor education setting

**First Aid**

* Administer first aid as needed

**Other**

* Risk Management; assess risks and then create, communicate and follow a safe and logical plan
* Other duties as required

**Signed:**

**Date:**