



St Mary's
ANGLICAN GIRLS' SCHOOL

DIRECTOR OF CAMPS AND SERVICE TRIPS

POSITION DETAILS

Employment Conditions

Fulltime, 2 year fixed term contract

In accordance with the St Mary's Anglican Girls' School Enterprise Agreement

Reports to

Dean of School Operations

Last Revised

October 2025



OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

St Mary's has a proud tradition of developing well-rounded students who are academically capable, socially responsible and personally resilient. Our School has a reputation as a leader in holistic education, and we are committed to creating experiences that foster resilience, wellbeing, teamwork and leadership. Outdoor learning and service trips are designed to stimulate and equip our students with a sense of curiosity, knowledge and a range of skills beyond the classroom to develop the whole person.

ROLE

The Director of Camps and Service Trips will lead the design, coordination, and continuous improvement of the School's outdoor learning programs and service trips. This includes overseeing retreats, camps and expeditions from Year 4 through to Year 11, and service trips intrastate and internationally. The role will bring together the logistical and strategic elements—managing bookings and planning processes, working closely with Heads of Year, the Wellbeing team and in collaboration with our partner schools, to align programs with student development goals, and maintaining documentation that ensures coherence and consistency across year groups.

In addition, the Director will provide central oversight of risk and compliance, ensuring all activities meet accreditation standards. The role will also strengthen the school's external relationships—both locally and globally—creating authentic opportunities for students to engage in service and cultural opportunities.

Ultimately, the Director will play a pivotal role in shaping programs that build resilience, teamwork, and leadership while promoting a sense of responsibility to community and environment.



RESPONSIBILITIES

LOGISTICS AND COORDINATION

- ◆ Oversee the procurement and contracting of external providers, ensuring due diligence, effective negotiation, and alignment with School standards.
- ◆ Plan, organise, and manage camp program logistics and bookings, working closely with external providers and key school staff (Heads of Year and staff group leaders) to ensure smooth program delivery.
- ◆ Monitor and evaluate contracted providers to ensure alignment with the School's expectations for instructional quality, communication, and continuous improvement.
- ◆ Provide support to teachers attending camp programs and service trips.
- ◆ Assist in planning and conducting staff information sessions for camps and trips (as required).
- ◆ Identify staffing requirements and liaise with the Associate Dean of Academic Staff for allocation per year level camp and service trips.

JUNIOR SCHOOL AND SENIOR SCHOOL CAMPS

- ◆ Organise the following camps/programs:
 - Year 4 to Year 9 outdoor learning programs
 - Year 10 Boora Koort Wellbeing Retreat
 - Year 11 Kaartijin Leadership Program
- ◆ Undertake planning and program coordination of all camps, with reference to previous year camps, including the following tasks:
 - Attend and present at relevant Student/Parent Information Nights
 - Organise catering and required food supplies
 - Organise and complete any required bookings
 - Prepare risk management and medical information
 - Prepare, disseminate and collect all equipment for the specific camp and activities
- ◆ Oversee camp programs
 - Liaise with external Outdoor Education providers
 - Disseminate and coordinate cleaning and packing up of all camp equipment as required by St Mary's guidelines
- ◆ Liaise with the Property Manager at the School's Metricup site and maintain Metricup Outdoor Education storage area.

SENIOR SCHOOL SERVICE TRIPS

- ◆ Undertake coordination of all service trips – intrastate and internationally, in liaison with partner schools, including the following tasks:
 - Attend and present at relevant Student/Parent Information Nights
 - Organise catering and required food supplies (as required)
 - Liaise with coordinators at partner schools
 - Liaise with Principals in remote community schools and/or organisations
 - Organise and complete any required bookings
 - Prepare risk management and medical information
 - Disseminate and collect any required equipment for service trips and activities



RISK AND RESOURCES MANAGEMENT

- ◆ Maintain and update (as required) the School's outdoor education risk management procedures.
- ◆ Engage with and attend professional learning opportunities to maintain best practice regarding school camps, trips and tours risk management policies and procedures.
- ◆ Review and further develop the outdoor learning program and service trip administration procedures.

TEACHING AND LEARNING

- ◆ Plan and implement coherent, well sequenced teaching and learning programs that engage students and maximise learning.
- ◆ Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- ◆ Use assessment feedback to inform teaching practice.
- ◆ Establish inclusive, supportive learning environments.
- ◆ Develop, select and use informal and formal, formative and summative assessment strategies to assess student learning.
- ◆ Prepare and deliver timely and targeted feedback and reports to students and parents.

OTHER DUTIES

- ◆ Participate in school functions and carry out supervisory duties as required.
- ◆ Engage in professional reading and development as part of an expectation of continual professional learning.
- ◆ Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- ◆ Abide by the staff Code of Conduct and other School policies.
- ◆ Other duties as may be required.

The Director of Camps and Service Trips is required to teach 0.4 FTE in an area of expertise.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION

Essential:

- ◆ Relevant tertiary qualifications in education.
- ◆ Registration with the Teacher Registration Board of Western Australia.
- ◆ Senior First Aid Certificate.

Desirable:

- Familiarity with relevant compliance frameworks.



EXPERIENCE AND SKILLS

Essential:

- ◆ Strong organisational and project management skills, with attention to detail in logistics and documentation.
- ◆ Strong understanding of risk management, compliance, and duty of care in educational contexts.
- ◆ Demonstrated experience in leading school trips and/or overnight excursions at school or organisational level.
- ◆ Excellent communication and interpersonal skills, with the ability to build relationships across staff, students, parents, and external partners.
- ◆ Ability to maintain accurate records and ensure compliance with legal, safety, and accreditation standards.
- ◆ Ability to work collaboratively as part of a team.
- ◆ Ability to successfully manage a number of diverse tasks in a busy school environment
- ◆ Ability to maintain a high level of resilience and emotional agility.
- ◆ With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- ◆ Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

ATTRIBUTES

Essential:

- ◆ A commitment to student wellbeing, character development, and holistic education.
- ◆ Collaborative leadership style with the ability to influence and engage staff.
- ◆ Resilience, adaptability, and a solutions-focused mindset.
- ◆ A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.