



## POSITION DETAILS

REPORT TO:	Principal
FTE:	18 hours/week or as negotiated (40 weeks per year)
CLASSIFICATION LEVEL:	Grade 2

## JOB SPECIFICATION

### POSITION OVERVIEW

<p><b>Position Summary</b></p>	<p>The mantra for the Kitchen Garden Program is Growing, Harvesting, Preparing, Sharing.</p> <p>The aim of the Kitchen Garden Program is to introduce young children to the wonderful world of good food via a productive food garden and an exciting kitchen, as an integral part of the school curriculum. We hope to engage the curiosity of the students and to help them learn how to grow the best food in the best way, how to care for it in the garden, how to recognise when it is ripe and at its best, how to prepare it easily and enjoyably, and how to develop an expanding culinary palate – and be excited by all these experiences.</p> <p>The best of all possible worlds would be for the Kitchen Garden Specialist to engage the classroom teachers, parents and the community to all become excited by the possibilities this project offers.</p> <p>The Kitchen Garden Specialist has overall responsibility for planning and maintaining the garden, and plans and conducts weekly garden sessions, supervised by a teacher, in which students learn about growing produce for a kitchen. The Kitchen Garden Specialist will have a desire to make a difference to the health and wellbeing of primary school children, and have an appreciation and empathy with the Stephanie Alexander Kitchen Garden Foundation mission and values.</p>
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<p><b>Reporting/ Working Relationships</b></p>	<ul style="list-style-type: none"> <li>• The Kitchen Garden Specialist is accountable to and under the direction of the Principal or delegate. The Principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members.</li> <li>• The Kitchen Garden Specialist should maintain and foster positive relationships with all staff.</li> </ul>
<p><b>Special Conditions</b></p>	<ul style="list-style-type: none"> <li>• A current satisfactory Working With Children Check is required before commencement of employment.</li> <li>• Complete Responding to Risk of Harm, Abuse &amp; Neglect in Education &amp; Care (RRHAN-EC) training and Protective Practices training upon commencement.</li> </ul>

**KEY RESPONSIBILITIES**

The Kitchen Garden Specialist is responsible for the planning and maintenance of the Kitchen Garden along with the organisation of fundraising opportunities and the development of positive relationships within the wider community. The Kitchen Garden Specialist will work closely with teachers and students to ensure the success of the program via weekly garden classes.

KEY RESPONSIBILITIES	RELATED TASKS
<p>Planning</p>	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none"> <li>• Attend regular kitchen garden committee meetings (comprising the Kitchen Garden Specialist and Principal or Principal’s delegate) at the School to facilitate the rollout of the vegetable garden component of the Kitchen Garden Program.</li> <li>• Involve classroom teachers and students in the development of the syllabus through formal and informal discussions, and assist teachers to deliver curriculum involving aspects of the Garden.</li> <li>• Plan the planting of the vegetable garden and involve the students in the process.</li> <li>• Plan any development of the vegetable garden infrastructure – incorporating the pre-existing vision – and involve the school community in the process.</li> <li>• Document suggested garden changes and provide to kitchen garden committee.</li> <li>• Assist with documentation of the project by recording comments on classes, collecting worksheets, class</li> </ul>



	<p>surveys, photographic documentation, weekly records etc.</p> <ul style="list-style-type: none"><li>• Purchase resources within budget guidelines or source donations when possible.</li><li>• Liaise with the Principal regarding financial aspects of project.</li><li>• Coordinate and support garden volunteers.</li></ul>
Gardening & Maintenance	<p>Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:</p> <ul style="list-style-type: none"><li>• General gardening tasks like weeding, organic pest control and completing jobs not finished by students, as well as maintaining equipment.</li><li>• Maintenance of other green spaces as directed by the Principal.</li><li>• Communicate any maintenance matters to the Property Services Supervisor.</li></ul>
Weekly Garden Classes	<ul style="list-style-type: none"><li>• Plan weekly garden classes, applicable to all participating age groups and ensure provision is made for wet weather events.</li><li>• Liaise with the Kitchen Specialist on a weekly basis.</li><li>• Facilitate garden classes with the aid of the classroom teacher assisting with student management.</li><li>• Harvest produce for kitchen class.</li></ul>
Development of Fundraising Opportunities and Relationships within the Wider Community	<ul style="list-style-type: none"><li>• Provide encouragement, advice, and inspiration to other schools by facilitating group tours and school excursions to the kitchen garden where appropriate, giving presentations and responding to phone calls and emails.</li><li>• Liaise with other schools and the wider community to provide encouragement to other schools and nurture relationships in the wider community where appropriate.</li><li>• Identify and facilitate fundraising opportunities.</li></ul>



## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

<b>QUALIFICATIONS</b>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"><li>• Basic horticultural skills.</li><li>• Ability to impart knowledge to Primary school-age students.</li><li>• Ability to relate well to all age groups.</li><li>• Able to communicate clearly to all stakeholders.</li><li>• Ability to provide good role modelling to students.</li><li>• Ability to work autonomously.</li><li>• The ability to work cooperatively with both staff and students.</li><li>• Ability to communicate in a friendly and courteous manner with students and parents.</li></ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"><li>• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.</li><li>• A mature faith and active involvement in a local church.</li><li>• A proven lifestyle founded on Biblical Christian principles.</li><li>• A life that demonstrates the indwelling of the Holy Spirit.</li><li>• A willingness to affirm the foundation statements and principles promulgated by the School and ACS.</li><li>• A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive horticultural experience in either a commercial or domestic environment.</li><li>• Experience in working with Primary school age children.</li><li>• Experience in supervising both children and adults.</li><li>• Some experience in giving presentations.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Wide knowledge of horticulture with an emphasis on providing edible produce.</li></ul>



## DESIRABLE CHARACTERISTICS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Horticultural qualifications will be highly regarded.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience in fundraising ventures is desirable.</li></ul>

The requirements of this job & person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Manager Corporate Services may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: \_\_\_\_\_  
Principal Sunrise Christian School Whyalla

Date \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Applicant

Date \_\_\_\_\_