RADFORD COLLEGE

Truth
Compassion
Wisdom

Located in Bruce ACT, Radford College is a co-educational Anglican school that supports and nurtures students from Pre-Kindergarten to Year 12. We combine strong academics with transformational co-curricular opportunities, a deep sense of belonging and a holistic education preparing for a life of leadership and impact.

Dean of Service Learning and Duke of Edinburgh Award
Full time | Commencing Term 1, 2027
Leadership position – 3-year appointment

Radford College seeks to appoint an outstanding educator and leader as Dean of Service Learning and Duke of Edinburgh Award. This is an exciting opportunity to lead and further develop the College's service learning programs and Duke of Edinburgh's International Award across the Secondary School, fostering leadership, resilience, civic responsibility and meaningful community engagement in our students.

Reporting to the Director of Character and Leadership, the Dean provides strategic leadership for service learning initiatives and the Duke of Edinburgh Award, embedding opportunities for students to contribute positively to their communities while developing independence, character and a commitment to service.

Radford College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people. The successful applicant will be required to comply with the College's Child Protection and Safeguarding policies, procedures and satisfy all relevant child protection screening requirements. Radford College expects all staff to actively contribute to a child-safe culture and to uphold their responsibilities in creating an environment where all children and young people are safe, respected and heard.

About the role

As a member of the College's leadership community, the Dean of Service Learning and Duke of Edinburgh Award will provide strategic and operational leadership for service learning and experiential education programs. The successful candidate will work collaboratively with academic, pastoral and co-curricular leaders to create authentic learning experiences that connect classroom learning with real-world community action.

The role is responsible for the strategic development, implementation and evaluation of service learning programs, management of the Duke of Edinburgh Award Scheme, leadership of outdoor and experiential learning opportunities, stakeholder engagement, compliance, risk management and the cultivation of community partnerships

Key responsibilities include:

- Provide strategic leadership and continuous improvement of the College's Service Learning framework and programs.
- Design, implement and oversee a coherent and sequential service learning program that promotes authentic community engagement and student reflection.
- Develop and maintain strong partnerships with local, national and international community organisations and service agencies.
- Serve as Award Leader for the Duke of Edinburgh's International Award Scheme, overseeing Bronze, Silver and Gold Award programs.
- Manage student enrolment, progress tracking, record keeping and approval processes through the Online Record Book (ORB).
- Coordinate and lead adventurous journeys, outdoor education experiences and Gold Residential Projects in accordance with Award requirements and College expectations.
- Provide strategic leadership and oversight of Duke of Edinburgh Awards camps.
- Attendance at and involvement in major Secondary School camps and experiences, including the Year 7 Camp, Year 9 Camp and Year 12 Retreat, ensuring alignment of the college's service learning, character development and student wellbeing objectives.
- Develop and support staff supervisors, assessors, volunteers and student leaders involved in service learning and Duke of Edinburgh programs.
- Oversee program budgets, resources, logistics and equipment management.
- Ensure robust risk management, child safety, emergency planning and compliance processes for all off-campus activities.
- Promote student leadership, resilience, reflection and ethical service through meaningful participation and recognition opportunities.

We are seeking a leader who possesses:

- Relevant tertiary qualifications in Education and current teacher registration.
- Demonstrated leadership experience in service learning, student leadership, experiential education, outdoor education or co-curricular program management.
- Experience with the Duke of Edinburgh Award Scheme as an Award Leader, Coordinator, Assessor or Supervisor, or a strong understanding of the Award framework.
- Demonstrated ability to develop and evaluate programs that connect student learning with community engagement and meaningful service.
- Strong experience in managing outdoor activities, student wellbeing, risk management and duty-of-care responsibilities.
- Exceptional organisational and administrative skills, including record keeping, compliance monitoring and program coordination.
- The ability to build effective partnerships with students, staff, families, volunteers, community organisations and external providers.
- Strong communication, leadership and relationship-management skills.
- A demonstrated commitment to child safety and student wellbeing.
- Current First Aid qualification and ACT Working with Vulnerable People registration.

This is an exceptional opportunity for a passionate leader to enrich the experiences of young people and contribute to the vibrant future of Radford College.

Why choose Radford College?

As well as promoting an environment where staff can thrive professionally, Radford College offers:

- An attractive remuneration package
- A vibrant and rewarding employee experience
- Generous professional development opportunities supporting the value we place on investing in our staff
- Staff priority and discounted tuition fees for your child/ren to attend Radford College
- Subsidised Outside School Hours Care
- Employee well-being initiatives including EAP Program, access to gym facilities and group fitness classes
- Generous superannuation
- Excellent resources
- World class grounds and contemporary facilities
- Free onsite parking
- Electric vehicle charging stations

For further information, please visit the Careers page on the College website.

Qualifications, Knowledge and Experience Required

- Relevant tertiary degree and teaching qualifications
- Current TQI registration
- Leadership, management and administrative experience
- Excellent knowledge of camping, service and cultural activities within the College and wider community context
- Current ACT Working with Vulnerable People Clearance
- Work rights in Australia

All candidates for roles at Radford College are subject to screening and assessment against child safety standards as part of the recruitment process and will be required to provide a current ACT Working with Vulnerable People card prior to commencing employment.

How to Apply

Details about this position can be found on the Careers page of the College website.

For a confidential discussion, please contact the Principal Christopher Bradbury by email at chris.bradbury@radford.act.edu.au

Applications close **23 November 2026 at 5pm** and should be addressed to:

The Principal – Christopher Bradbury
recruitment@radford.act.edu.au

RADFORD COLLEGE

POSITION DESCRIPTION
Dean of Service Learning and Duke of Edinburgh Award

At Radford College, our core values of *Truth, Compassion* and *Wisdom* are not just words: they are living principles that guide our community's actions, decisions and character. They are foundational to our mission of fostering the holistic growth of every student, preparing them for a life of purpose and integrity.

Truth

Truth signifies a profound commitment to integrity, honesty and authenticity. It is the pursuit of knowledge and understanding, guided by a sincere desire to discover what is real and just. In the classroom, it is the intellectual honesty to engage in rigorous inquiry, to challenge assumptions, and to accept evidence, even when it is uncomfortable. In our relationships, it means acting with sincerity and transparency, building trust through reliable and ethical conduct. Truth empowers students to think critically, to stand up for what is right, and to live with personal integrity. It is the bedrock of a moral compass, encouraging students to be authentic in their identity and their interactions.

Compassion

Compassion is the heart of the Radford community. It is the ability to empathise with others, to understand their struggles, and to be moved to action by their pain. It goes beyond simple sympathy: it is an active and heartfelt concern for the wellbeing of others. This value is expressed in the way our students and staff support one another, through acts of kindness, service and generosity. Compassion teaches students to look beyond themselves, to connect with the wider world, and to contribute positively to the lives of those in need. It is a powerful force that builds a nurturing, inclusive and supportive environment where every individual is valued and cared for.

Wisdom

Wisdom is the culmination of knowledge and experience, applied with discernment and good judgement. It is not merely about accumulating facts but about understanding how to use that knowledge to make wise decisions that benefit oneself and others. At Radford, we strive to equip students with the ability to navigate life's complexities with insight and a moral sense of purpose. This means teaching them to reflect on their experiences, to learn from their mistakes and to seek understanding rather than just information. Wisdom is about cultivating a sense of perspective and a deep appreciation for the interconnectedness of all things, enabling students to act with prudence and foresight in an ever-changing world.

Radford College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people. All staff are required to comply with the College's Child Protection and Safeguarding policies, procedures and satisfy all relevant child protection screening requirements. Radford College expects all staff to actively contribute to a child-safe culture and to uphold their responsibilities in creating an environment where all children and young people are safe, respected and heard.

POSITION TITLE	Dean of Service Learning and Duke of Edinburgh Award
POSITION ACCOUNTABLE TO	Director of Character and Leadership
POSITION IS RESPONSIBLE FOR	Co-Ordinator Service Learning Duke of Edinburgh Staff
CLASSIFICATION	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 Full-Time | 3 Year Tenure Level 2 Leadership Allowance Teaching Load – 20 periods per cycle plus Mentor Group
KEY RELATIONSHIP	Chaplains Director of Co-Curricular

KEY DUTIES AND RESPONSIBILITIES

The **Dean of Service Learning and Duke of Edinburgh Award** leads the strategic vision, design, and management of service learning initiatives and the Duke of Edinburgh's International Award scheme across the College. Reporting to the Director of Character and Leadership, this role embeds civic engagement, ethical responsibility and personal challenge into the fabric of student life.

By linking academic concepts with meaningful community action and guiding students through the rigorous components of the Duke of Edinburgh framework, the Director fosters self-reliance, social responsibility, and resilience in young leaders.

KEY RESPONSIBILITIES

1. Service Learning Framework & Programs

- Design, implement, and oversee a coherent, sequential Service Learning curriculum across all year levels.
- Partner with staff to integrate service learning seamlessly into college life, ensuring projects meet clear learning outcomes and address genuine community needs.
- Establish and maintain strong, collaborative relationships with local, national, and international community organizations, non-profits, and service groups.
- Ensure ethical service principles (reciprocity, reflection, sustainability, and dignity) guide all student service initiatives.

2. Duke of Edinburgh's International Award Management

- Serve as the Award Leader and primary liaison for the Duke of Edinburgh's International Award Scheme across Bronze, Silver, and Gold levels.
- Manage student registration, track progress, verify evidence, and oversee award approvals via the Online Record Book (ORB).
- Provide strategic leadership and oversight of Duke of Edinburgh Award camps, adventurous journeys and hikes, including the planning, coordination and delivery of programs in accordance with safety regulations, risk management protocols and environmental stewardship principles.

- Coordinate and oversee Gold Residential Projects, including supporting students to identify suitable opportunities, confirming that proposed activities meet Award requirements, monitoring completion and ensuring the required evidence and assessor verification are recorded.
- Recruit, train, and manage staff supervisors, assessors, and volunteer mentors for each section of the Award (Volunteering, Physical Recreation, Skills, Adventurous Journey, and Gold Residential Project).
- Attendance at and involvement in major Secondary School camps and experiences, including the Year 7 Camp, Year 9 Camp and Year 12 Retreat, ensuring alignment with the College's service learning, character development and student wellbeing objectives.

3. Student Mentorship & Program Administration

- Conduct regular workshops, briefing sessions, and tracking check-ins to motivate students through their service and award journeys.
- Maintain central record-keeping for community service hours, project outcomes, and safety compliance across all programs.
- Organise celebration events, award ceremonies, and showcases to recognize student achievement and highlight community impact.
- Oversee budget planning, equipment management, and resource allocation for outdoor expeditions and service projects.

4. Community Engagement & Risk Management

- Lead risk assessment, logistics, child safety compliance, and emergency protocols for all off-campus service activities and adventurous journeys.
- Communicate effectively with parents, guardians, staff, and external stakeholders regarding program requirements, travel schedules, and safety guidelines.
- Promote a culture of reflective practice, requiring students to document, evaluate, and share their growth and societal impact.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Relevant tertiary qualification in Education, with current teacher registration.
- Demonstrated experience in student learning, wellbeing, service learning, experiential education, outdoor education or co-curricular programme leadership within a school or comparable environment.
- Previous experience as a Duke of Edinburgh Award Leader, Coordinator, Assessor or Supervisor, or demonstrated knowledge of the Award framework and its programme requirements is highly desirable.
- Demonstrated capacity to design, implement and evaluate structured programmes that connect student learning with community engagement, reflection and authentic service.
- Demonstrated experience in the planning and safe delivery of off-campus student activities, including risk assessment, logistics, emergency planning and duty-of-care requirements.
- Strong understanding of child safeguarding and risk-management responsibilities associated with student programmes, volunteers, external organisations and off-campus activities.
- Demonstrated ability to build productive partnerships with students, staff, parents/carers, community organisations, volunteers and external providers.

- Strong organisational and administrative capability, including the ability to maintain accurate student records, monitor participation and progress, manage multiple programmes and meet compliance requirements.
- Experience in budget management, resource allocation and equipment/logistics planning.
- Highly developed digital capability, including Microsoft 365 and the capacity to confidently use contemporary programme-management and student-record systems.
- Experience supporting students to develop leadership, resilience, civic responsibility and reflective practice.
- Current First Aid qualification.
- Current Working with Vulnerable People registration/clearance and compliance with College safeguarding requirements.

PERSONAL SKILLS AND ATTRIBUTES

- Ability to articulate and implement a clear vision for Service Learning and the Duke of Edinburgh programme that supports meaningful student learning, personal development and community contribution.
- Highly developed planning and organisational skills, with the capacity to coordinate complex programmes, competing priorities and activities.
- Ability to motivate, guide and support young people to take responsibility, persevere through challenges and reflect meaningfully on their learning and contribution.
- Excellent interpersonal skills and the capacity to establish credible, respectful and productive relationships with students, colleagues, families, volunteers and external organisations.
- Demonstrated capacity to exercise sound judgement and make timely, considered decisions regarding student safety, programme delivery and changing circumstances.
- Highly developed written and verbal communication skills.
- Ability to work collaboratively with teaching and professional staff and encourage engagement with service learning across the College.
- Ability to work independently, establish priorities, anticipate issues and take responsibility for programmes from planning through to evaluation.
- Capacity to operate effectively in dynamic environments, including outdoor activities and situations requiring changes to logistics or programme delivery.
- Demonstrated commitment to child-safe practice and creating environments in which students are safe, respected and heard.

It is a requirement that all Radford employees hold a current Working with Vulnerable