Productive Garden Specialist

Position Description

Area of Employment	Junior School
Status and Tenure	Part Time
Position Reporting To	Deputy Head of Junior School
Accountability	Director, Corporate Services
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Productive Garden Specialist supports the implementation and maintenance of the school's productive garden program, under the general direction of school leadership. The role contributes to hands-on learning experiences that promote sustainability, environmental awareness, and student wellbeing.

Reporting and Working Relationships

The Productive Garden Specialist reports directly to the Deputy Head of Junior School.

PART A

Key Areas of Responsibilities

- **Program Support and Garden Maintenance**
  Assist with the care, upkeep, and seasonal planning of the Productive Garden, including a number of areas such as the Native Plant Trail and Butterfly Garden. Carry out general gardening tasks including planting, weeding, composting, and basic infrastructure maintenance, whilst involving students in the process. Assist with the management of the budget for the Productive Garden and Nature Play resources.

- **Facilitating Student Learning Experiences**
  Support the delivery of age-appropriate, garden-based learning activities for students (eg growing produce, recycling and environmental science), in collaboration with classroom teachers. Assist in engaging students during scheduled garden sessions, including lunchtime clubs, working with small groups or individuals to support structured, pre-prepared activities.

- **Collaboration with Staff and Participation in Meetings**
  Attend relevant meetings with school staff and leadership (eg Productive Garden Committee) to share observations, provide updates, and contribute to the planning of garden-based activities. Follow agreed-upon guidelines and contribute suggestions within defined frameworks.

- **Support for Community and Volunteer Involvement**
  Provide assistance with coordinating garden volunteers under guidance. Maintain volunteer information, provide basic induction or support, and assist in promoting involvement in garden-

related events or activities when directed. Oversee fundraising opportunities within the wider community.

- **Documentation and Communication Support**
  Assist with simple documentation of garden activities, including taking photos, recording observations, and supporting the uploading of student work or reflections to the school's chosen platforms (eg, Seesaw or LMS).

- Participate in a team structure and contribute to the College's goals and directions.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Desirable requirements

- Basic horticultural skills.
- Ability to impart knowledge to Primary school-age students.
- Ability to relate well to all age groups.
- Able to communicate clearly to all stakeholders.
- Ability to provide good role modelling to students.
- Ability to work autonomously.
- The ability to work cooperatively with both staff and students.
- Ability to communicate in a friendly and courteous manner with students and parents.

Essential Requirements

- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).
- Acceptable working VISA if an overseas applicant.

Personal Attributes

- Ability to maintain a helpful, professional demeanour always, and receive queries and complaints in a calm, positive and reassuring manner.
- Positive personal presentation and the ability to promote a positive image for the College.
- Supportive of the Christian ethos of the College and a commitment to independent education.

Skills, Experience and Knowledge

- Extensive horticultural experience in a commercial, domestic or educational environment.
- Experience in working with Primary school age children.
- Some experience in giving presentations.
- Wide knowledge of horticulture with an emphasis on providing edible produce.
- Horticultural qualifications will be highly regarded.
- Previous experience in fundraising ventures is desirable.