Position Description

Position	Work Location	Position Description Completed
Primary Education Officer (0.5 FTE)	Belrose, NSW	Oct 2025
Reports To:	**Direct Reports:**	**Department**
Community Education Manager	NIL	Culture & Capability (Community Education)

PURPOSE STATEMENT

This role exists to design and deliver high-quality, age-appropriate educational resources that align with the NSW curriculum and embed essential beach and ocean safety messaging. The position ensures that programs are inclusive, culturally safe, and strategically aligned, supporting the organisation's commitment to fostering safe, informed communities through engaging primary education initiatives.

DIRECT REPORTING RELATIONSHIP

Organisational chart:
- General Manager, Culture & Capability
  - Community Educatuion Manager
    - Program & Project Officers x 4
    - Bookings & Administration Officer (0.6 FTE)
    - Primary Education Officer (0.5 FTE)
    - Secondary Education Officer (0.5 FTE)
    - Casual Beach Safety Presenters
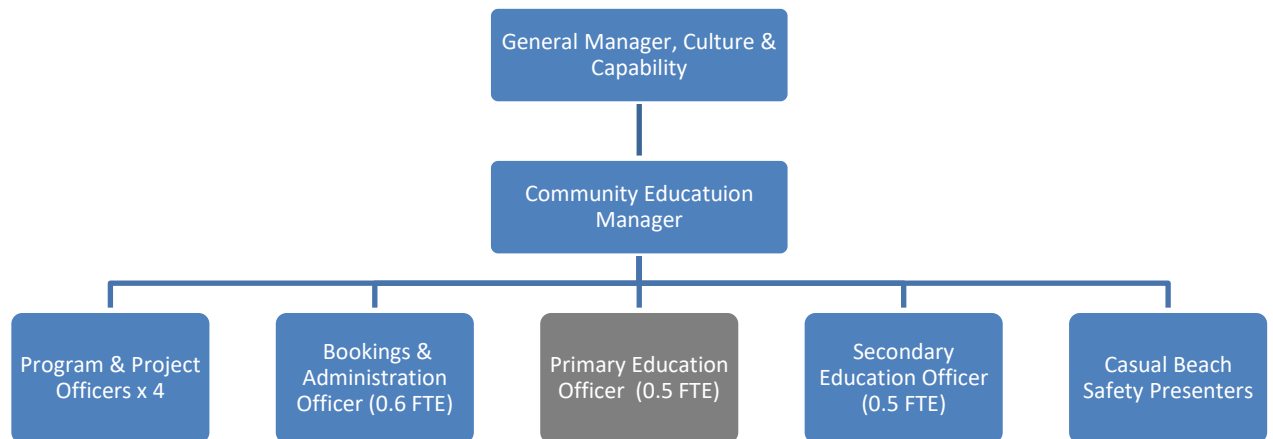
SELECTION CRITERIA

Essential	Desirable
• Accredited Primary Teaching Qualification with demonstrated experience in delivering curriculum-aligned education to primary-aged students. • Familiarity with NSW curriculum frameworks and syllabus documents. • Strong understanding of curriculum development, with the ability to create engaging, inclusive, and age-appropriate learning resources. • Proven ability to build respectful and effective relationships across internal teams. • Experience in evaluating educational programs, using feedback and data to inform continuous improvement and relevance. • Excellent communication and collaboration skills, with a commitment to working	• Demonstrated experience working with culturally and linguistically diverse communities. • Knowledge of inclusive education principles. • Awareness of policies and practices that support cultural safety.

	• constructively within a team and across departments. • Ability to manage multiple priorities, meet deadlines, and adapt to changing needs in a dynamic education environment. • A genuine passion for community education, with a commitment to equity, inclusion, and lifelong learning for all students.

KEY RESPONSIBILITIES	
Outcomes	**Key Activities**
KRA 1: Curriculum Resource Development	• Design and develop engaging, age-appropriate lesson materials aligned with the NSW curriculum. • Ensure beach and ocean safety messaging is accurately embedded within educational content. • Collaborate with internal teams to ensure resources reflect strategic goals and community needs.
KRA 2: Stakeholder Engagement & Collaboration	• Engage with the NSW Department of Education and primary educators to promote program uptake and collaboration. • Support cross-team collaboration to align education initiatives with broader organisational priorities.
KRA 3: Program Evaluation & Improvement	• Evaluate the effectiveness and relevance of primary education programs and resources. • Collect and analyse feedback to inform improvements. • Contribute to reporting and strategic planning based on evaluation outcomes.
KRA 4: Policy & Curriculum Alignment	• Monitor emerging trends, curriculum updates, and policy changes in primary education. • Ensure all resources and programs align with relevant education standards and frameworks. • Apply knowledge of NSW syllabus documents and child safety policies in content development.
KRA 5: Inclusive & Culturally Safe Education	• Support the development of inclusive and culturally safe resources for diverse learners. • Collaborate with relevant staff to ensure materials are accessible. • Apply inclusive educational principles and cultural safety practices in all areas.

CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	**Key Performance Indicators (KPI's)**
Work Health and Safety	• Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times; • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes; • Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation; • Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.

Organisational Culture	• Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Employee Handbook. • Continually contributes to and supports volunteers & staff, including Directors, Branches, Clubs & Members
Leadership/Teamwork	• Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	• Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Embraces and adapts to change

WORKING RELATIONSHIPS

Internal: The Primary Education Officer will work closely with the Community Education staff team and Beach Safety Presenters.

External: From time to time, programs may be designed in partnership with other external organisations or agencies.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Direct Manager _____ Date _____

Senior Manager _____ Date _____

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list

Employee Name _____

Employee Signature _____ Date _____