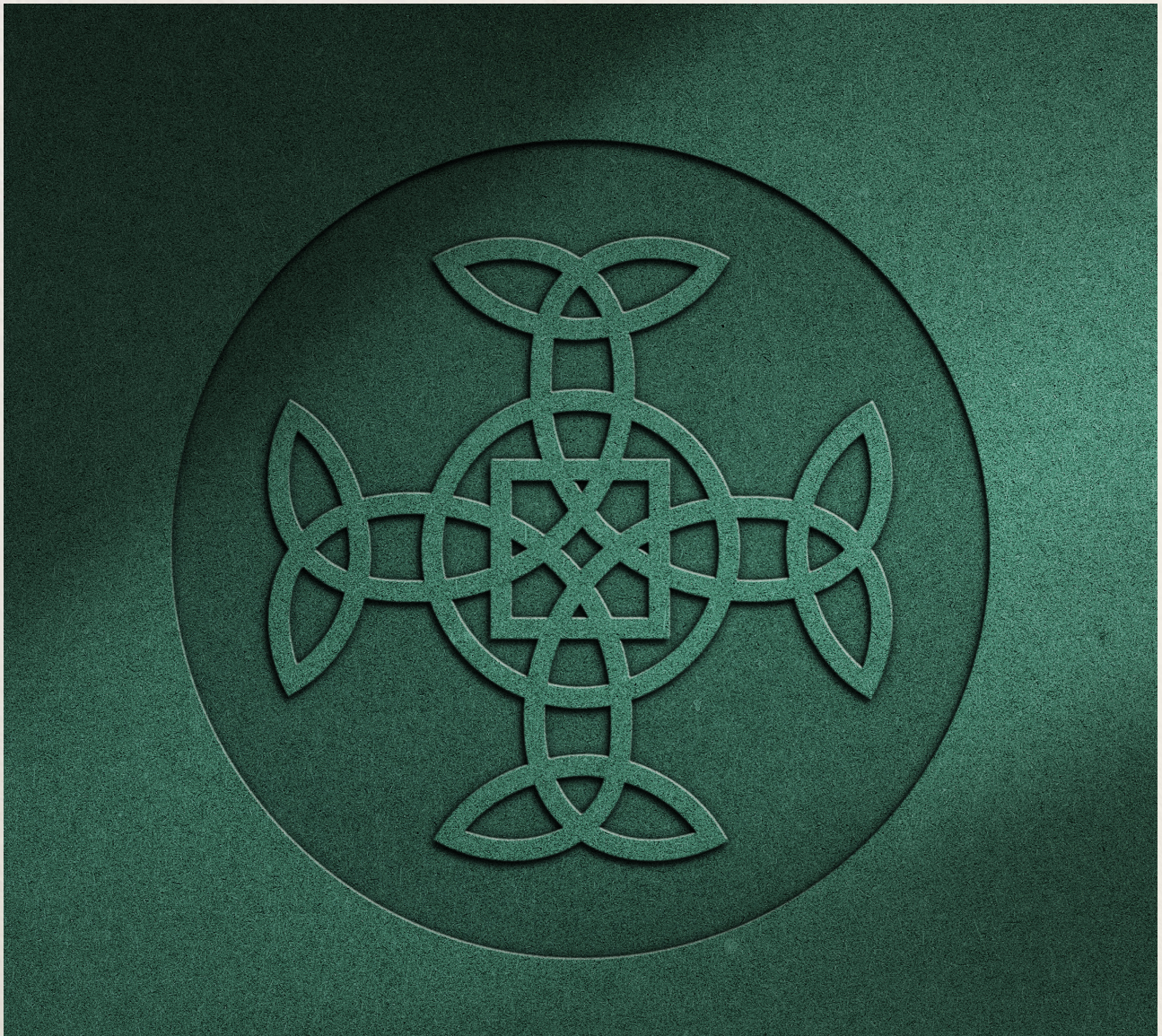




Appointment of the

Head of Health & Safety – EOTC



JULY 2026

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Contact Information

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St Cuthbert's College

A Remarkable Place for Learning

At St Cuthbert's College, we stand proudly as one of New Zealand's leading all-girls schools, with a powerful legacy of excellence in every aspect of girls' education. Our approach creates an environment where young women discover their strengths, develop their voices, and prepare to make their mark on the world.

The power of an all-girls education at St Cuthbert's is evident in every aspect of school life. Every leadership role, every position on sports teams, every classroom experience, and every learning opportunity is filled by girls. Every voice that speaks up in class is a girl's voice, creating an environment where our students feel empowered to take risks, to lead, and to be heard without self-consciousness.

Academic Excellence

Our academic programme is rigorous and challenging, designed to spark curiosity and foster a genuine love of learning. We consistently achieve outstanding results across both NCEA and the IB Diploma, with near-perfect UE pass rates and exceptional achievements that place us among the top schools globally. However, our focus extends beyond grades – we nurture well-rounded, confident, and capable young women prepared for success on local, national, and international stages.

A crucial part of what makes St Cuthbert's special is our ability to attract the very best teachers and subject experts. Our dedicated educators engage, encourage, and nurture our girls to be the best they can be, fostering a love of learning that extends far beyond the classroom. Every student matters and is known and valued, with teachers delighting in helping each girl become the very best version of herself.

Building Character and Resilience

Our holistic approach to education includes an extensive co-curricular programme offering rich opportunities in sports, performing arts, cultural pursuits, and outdoor education. A cornerstone of the St Cuthbert's experience is our unique Kahunui programme – a month-long Year 10 experience at our rural campus in the Bay of Plenty. This transformative programme, conducted off the grid, builds resilience, interpersonal skills, and confidence through deep connections between people and the environment.

Christian Heritage and Service

As a Christian school in the Presbyterian tradition, we warmly welcome girls of all faiths and secular backgrounds. Our motto "By Love Serve" has been the cornerstone of our College for over a century, guiding generations of students with its ethos of leadership through service to others. This commitment to service remains as relevant today as it was in 1918, underpinning everything we do.

Preparing for Tomorrow

In a world changing at lightning pace, we're ensuring our girls are ready for the future. Our curriculum develops critical thinking skills, adaptability, and resilience to navigate tomorrow's challenges. We're committed to continuously evolving our programmes to prepare students not just for today's opportunities but for careers that may not yet exist.

A Supportive Community

The St Cuthbert's community extends beyond our students to encompass families, staff, and our remarkable alumnae network. We understand the challenges of modern parenting and work in partnership with families throughout their daughter's educational journey. Our community is enriched by our scholarship programmes, including academic, boarding, performing arts, and the Endeavour Scholarship programme for students of Māori/Pasifika descent.

Our Campuses

Our Junior and Senior School campuses share one site in Epsom, creating a unique sense of connection between students of all ages, while our Kahunui outdoor campus, located in the Bay of Plenty, provides an unparalleled environment for personal growth and character development.





Governance

St Cuthbert's is governed by a Trust Board whose role is to oversee strategic planning for the school and to ensure that the school is upholding the vision and values of its founders.

There are Board committees for: Audit and Risk; People and Culture; Fundraising; and Infrastructure.

Board members are:

- Leigh Melville, Trust Board Chair
- Angela Bull, Deputy Chair
- Alana Barron
- Lisa Crooke
- Anna Cupples
- Adarsh Patel
- Penelope Peebles
- Donald Reid
- Scott Weenink
- Nancy Zhang
- Faga Siaki
- Bridget Snelling

Our Vision, Mission, and Values

Our Vision

Building on our rich legacy, our vision is to nurture, educate and enable young women who are curious, confident and compassionate. As they step beyond our green gates, these remarkable individuals will possess the knowledge, integrity, and aspiration to shape a better world.

Our Mission is to empower each student to:

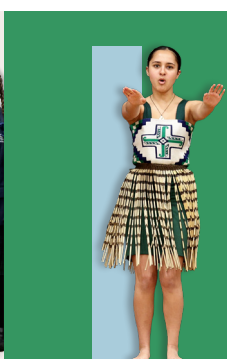
- Discover and develop their individual talents and passions
- Cultivate curiosity, creativity, and critical thinking skills
- Build integrity, self-confidence and adaptability
- Foster empathy, compassion, and a sense of global citizenship
- Acquire the knowledge and skills needed for success in their chosen paths
- Embrace lifelong learning and personal growth.

Our Values and Motto

As our students leave our green gates, they take with them a deeply ingrained ethos of service and giving back, along with the values to support them in making a difference in the world.

Launched last year, our SERVICE values framework builds upon our cherished motto "By Love Serve" (leadership through service to others) and guides everything we do. 'By Love Serve' has been synonymous with what it means to be a St Cuthbert's girl since 1915 and remains as relevant today as ever.

Our SERVICE values are lived experiences at St Cuthbert's, woven into the fabric of daily life from the classroom to the sports field, from community service projects to global initiatives. They provide our students with a roadmap for personal growth, ethical decision-making, and meaningful contribution to society.

						
Spirit Wairua 精神	Excellence Kairangitanga 卓越	Resilience Manawaroatanga 韧性	Valour Toanga 勇气	Integrity Ngākau Pono 诚信	Collaboration Mahi Tahi 协作	Empathy Ngākau Aroha 同理心
We have confidence and pride in who we are and know that we are connected to something greater than ourselves.	We strive for our personal best for the greater good.	We are strong in character and adaptable when approaching new challenges.	We exemplify authenticity, courage and perseverance in matching our beliefs with action.	We embody honesty and respect in our learning, communities and environment.	We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.	We care for one another, with kindness, compassion and humility.

Strategic Direction 2025–2030

To support our Vision and Mission, we have recently launched our 2025–2030 strategic direction to our staff. Developed collaboratively with our staff in the later part of 2024, this high-level strategy marks an ambitious new chapter in the College's distinguished history.

St Cuthbert's is a remarkable school: distinctive, distinguished, and high achieving. For over a century, we have educated young women for lives filled with purpose and meaningful connections. Grounded in our cherished motto, "By Love Serve," our SERVICE values are integral to our vision and strategic direction and are lived out each day.

We recognise that excellence is personal at St Cuthbert's and every student has the potential to lead a remarkable life, become a woman of influence and leave a unique mark on the world.

Our exceptional educators provide an aspirational environment in our classrooms, laboratories, libraries and studios, sports fields and pools. An environment where individual and peer curiosity and imagination, intellect and skills, combine to produce remarkable ideas and outcomes in curricular and co-curricular spaces that go far beyond traditional academics.

At St Cuthbert's, we're not just educating young women; we're empowering the ambitious change-makers and leaders of tomorrow, for the greater good. We're preparing our students for careers known and yet to be envisaged, to be intentionally good friends and great global citizens. We're educating in the broadest sense to nurture self-belief and instil confidence, so that every girl upholds the best version of herself, always standing up for what's right and unleashing her full potential.

We believe that the choices we make today shape our future. At St Cuthbert's, we have the ambition and ability to be a leading school within the APAC region, through our intentional focus on learning for girls which is developed within a framework of research and innovation.

To support our vision, our strategic principles reflect our commitment to holistic education, cultural empathy, and future-focused learning. These principles will guide us in building upon our legacy of excellence while embracing innovation and change.

Our strategic framework is built on seven key principles:



Learning for the Future

Deliver a rigorous, innovative curriculum that supports students to strive for their personal best for the greater good.

Developing Leadership and Oracy

Empower students to be authentic, courageous, and impactful leaders, matching their beliefs with action.

Cultivating Strength Through Challenge

Grow resilient young women, strong in character and adaptable when facing new challenges.

Enriching Global Citizenship

Develop young women to be inclusive and compassionate global citizens.

Strengthening Community and Values

Foster a caring, connected community grounded in our heritage and values.

Developing Our Greatest Asset

Create an environment where all staff thrive, feel valued, and collectively drive excellence.

Developing Sustainable Excellence

Optimise our business operations to ensure long-term success, innovation, and responsible stewardship of resources.



Professional Services

Supporting Excellence Across All College Operations

At St Cuthbert's College, our Professional Services Team forms the essential backbone of our operations, ensuring every aspect of college life runs seamlessly to support our students' educational journey. This dedicated team creates the environment where exceptional education can flourish.

Our Professional Services team supports the College's operations across a range of essential business functions.

Strategy and Community Engagement

Our team manages enrolments to welcome new families, leads fundraising initiatives to secure resources for College development, oversees marketing and communications to share our story with the community, and maintains our archives to preserve our rich institutional heritage.

Campus and Operations Excellence

Professional Services handles property management across campuses, plans and implements campus development projects, ensures optimal learning and working conditions through comprehensive maintenance, and manages our financial resources.

People and Programme Support

The team provides human resources support for our talented staff community,

operates our Aquatic Centre and community Swim School, manages Information and Learning Technology (ILT) to enable digital learning and innovation across the College, and provides administrative support for both academic and professional services functions.

Collaborative Excellence

Our Professional Services team work closely with academic staff to ensure seamless integration between operational excellence and educational delivery. Recent major initiatives, including our Kahunui campus development, demonstrate the team's expertise and commitment to continuous improvement.

Every function within Professional Services, from finance to facilities, from enrolments to archives, plays a crucial role in maintaining the high standards that define St Cuthbert's education. The team's work directly enables our commitment to holistic education that prepares young women for meaningful lives as engaged global citizens.





The Role

Head of Health & Safety – Education Outside the Classroom (EOTC)

Position Details

Status: Permanent

Time: Full-time

Location: Epsom, Auckland

Commencement Date: TBC

Reports to: Principal/Deputy Principal

Key Relationships

Internal Stakeholders

- Principal/Deputy Principal
- SLT – Junior & Senior
- Kahunui Campus Leadership
- Academic and Professional Services staff at all campuses

External Stakeholders

- Parents, caregivers and wider College community

Position Overview

Working alongside academic leaders responsible for planning and delivering EOTC activities, and in partnership with the College's Health & Safety Lead, you will provide strategic leadership and governance of the College's Education Outside the Classroom (EOTC) framework. You will develop the systems, processes, and guidance that support safe and effective EOTC delivery, while leading and building capability across staff who manage and deliver these programmes.

You will develop and maintain a sector-leading EOTC Safety Management System that supports all curriculum and co-curricular activities, camps, international travel, incursions, student events and Kahunui programmes. Providing expert advice to the Senior Leadership Team and Board, you will ensure all EOTC programmes are safe, educationally meaningful, effectively governed, fully compliant with legislative requirements, College policies and recognised best practice, and driven by a culture of continuous improvement.

Key Accountabilities

Scope of the Role – All H&S for EOTC (Excl. Site Safety)

This position has full oversight of:

- All EOTC activities (local, national, and international)
- Camps and residential programmes including Duke of Edenborough Safety management
- Overseas trips and exchanges
- Curriculum and co-curricular activities
- School incursions involving external providers
- Student-involved events on campus
- EOTC policy, systems, approvals, and compliance
- Kahunui oversight and safety systems

Strategic Leadership of EOTC

- Develop, lead and embed a whole-school EOTC framework across all campuses
- Ensure EOTC programmes align with the College's vision, values, and curriculum
- Position the College as a leader in EOTC best practice in New Zealand
- Provide expert advice to SLT and Board on EOTC risk and strategy
- Drive continuous improvement through review, data, and sector benchmarking

Governance, Policy and Compliance

- Develop, implement, and continuously review the College's EOTC Safety Management System (SMS)
- Ensure full compliance with:
 - Health and Safety at Work Act 2015
 - Education and Training Act 2020
 - Ministry of Education EOTC Guidelines
- Maintain all EOTC policies, procedures, and documentation to current best practice
- Ensure all activities follow a structured approval process (initial + final sign-off)
- Lead external audits and reviews of EOTC systems (every 3 years minimum) and maintain readiness for external review and accreditation processes
- Provide regular EOTC assurance reports to the Board
- Identify emerging risks and recommend strategic responses
- Support Board understanding of EOTC governance obligations

Risk Management and Safety Systems

- Oversee all risk assessments (RAMS/RAS forms) and ensure quality and consistency
- Ensure appropriate supervision, competency checks, and safety planning
- Implement and monitor critical risk controls and escalation processes
- Ensure robust emergency response and crisis management alignment with CIT systems
- Lead investigation and review of all EOTC-related incidents and near misses

Kahunui – Focus on EOTC Aspects (Excl. Site Safety)

- Work alongside Kahunui Director to support and review all Health, Safety, and Wellbeing systems at Kahunui, ensuring alignment with SCC EOTC Frameworks, legislative requirements, and best practice
- Ensure all Kahunui programmes and activities are appropriately risk assessed, safely delivered, and supported
- Work closely with Kahunui leadership to embed a strong EOTC safety culture, maintain consistency of practice, and drive continuous improvement

International and High-Risk Travel

- Lead approval and oversight of all international trips and high-risk activities
- Ensure compliance with travel risk management, insurance requirements, and external provider due diligence
- Oversee communication systems and emergency preparedness for overseas travel

Programme Oversight and Delivery

- Maintain oversight of all EOTC activities (curricular and co-curricular) across the Junior School, Senior School, and Kahunui Campus
- Ensure all programmes are educationally purposeful, logistically sound, and appropriately resourced
- Maintain centralised register of all EOTC activities and trips
- Support staff in planning, logistics, and delivery of EOTC

Incursions and On-Campus Events

- Ensure all external providers and on-site activities involving students meet EOTC standards, are risk assessed and approved
- Develop a clear framework for student-involved events on campus
- Work with departments to ensure consistency in approach

Staff Capability and Training

- Develop and deliver EOTC training and induction for all staff
- Maintain a staff competency and capability register
- Establish processes for verification, moderation, and renewal of staff competencies
- Ensure competency requirements are clearly defined for varying levels of activity risk
- Ensure only competent and approved staff lead EOTC activities
- Build a strong culture of confidence and accountability in EOTC delivery

External Provider, Volunteer and Contractor Management

- Establish and maintain a register of approved providers
- Ensure all providers meet industry safety standards and adventure activity regulations (if applicable)
- Conduct due diligence, audits, and ongoing performance reviews
- Maintain documented agreements outlining responsibilities, risk controls, and emergency management arrangements.
- Develop systems for screening, induction, supervision, and management of parent volunteers and trip supporters.
- Ensure volunteer roles, responsibilities, and safety expectations are clearly defined.

Key Accountabilities cont.

Student Safety and Inclusion

- Ensure all EOTC activities support inclusive participation
- Develop plans for students with medical needs and behavioural considerations
- Work closely with pastoral and wellbeing teams
- Ensure cultural safety considerations are embedded within planning and risk management processes

Systems, Documentation and Continuous Improvement

- Oversee platforms such as Consent2Go or alike and ensure system integrity
- Ensure all documentation is complete, consistent, and accessible
- Work with staff to correct documentation to meet above standard
- Develop and lead post-event reviews and trend analysis
- Drive improvements based on data and lessons learned

Quality Assurance and Evaluation

- Gather and analyse student, staff, and parent feedback on EOTC experiences
- Monitor trends in participation, inclusion, educational outcomes, and safety performance
- Lead annual reviews of the effectiveness of the EOTC programme
- Report key findings and recommendations to SLT and Board

Professional Development

- Pursue ongoing professional development through best practice

Health & Safety Responsibilities

The role has a critical responsibility to ensure that all reasonably practicable steps are taken to:

- Protect students, staff, and participants
- Maintain a safe learning environment
- Ensure compliance with all relevant legislation and policies
- Adhere to the College Health & Safety policies
- Maintain safe and organised work areas
- Know and follow emergency procedures
- Ensure compliance with safety regulations

Qualifications and Experience

- Relevant qualification in Outdoor Education, Teaching, or Health & Safety
- Current First Aid certification
- Experience in EOTC or similar programme leadership
- Strong understanding of EONZ frameworks, Ministry of Education EOTC Guidelines, and risk management systems

Skills, Competencies, and Alignments

Key Attributes

- Strong leadership and systems-thinking capability

- Proven understanding of EOTC and outdoor education
- Excellent knowledge of NZ health and safety legislation
- Experience managing complex programmes across multiple stakeholders
- High-level organisational and decision-making skills
- Ability to influence, engage, and build trust across a school community
- Ability to offer quality PLD to staff to build EOTC capacity

Key Competencies

- Outstanding interpersonal skills
- Strong writing skills
- Excellent communication abilities across all stakeholder groups
- Strategic thinking and problem-solving skills
- Strong organisational, planning and administrative capabilities
- Strong ILT skills and integrating ILT into practice

Personal Qualities

- High emotional intelligence
- Adaptable and flexible approach
- Empathetic and approachable personality
- Resilient and adaptable leadership style
- Results-oriented and self-motivated
- Proactive problem-solving mindset
- Professional demeanour and presentation

Values and Alignments

- Strong moral compass
- Commitment to the ethos and values of the College – “By Love Serve” principles
- Cultural awareness
- Value community connections
- Awareness of and commitment to educational excellence, including best practice globally

Benefits

- Access to free Employee Assistance Programme (EAP)
- Discounted medical insurance
- Access to the Sports Complex, including indoor pool and onsite fitness centre, and a physiotherapist
- Eligible for life insurance policy

How to Apply

Applications for the role should include:

1. Candidate Cover Letter

A brief statement of application (no more than three pages) outlining what you would bring to this role, what you would expect to accomplish and reflecting on your past experience in the context of role description.

2. Curriculum Vitae

- > Full name, confidential email address and mobile contact details
- > Nationality and citizenship or confirmation of right to work in New Zealand
- > Positions held, dates, scope of responsibilities and key achievements
- > Details of education and qualifications
- > Any other relevant information, such as involvement in professional and community activities.

3. Referees

Full contact details of three referees whom the College's HR team may contact. Referees will be contacted only after prior consultation with you.

4. Potential Date of Commencement

An indication of when you would be available to start.

All applications will receive an automated response.

Closing Date: Friday 14 August 2026 at 3pm

The successful applicant will be expected to satisfy child protection screening and adhere to the school's child protection policy. Any offer of employment will be subject to satisfactory police vetting, reference checks and, where relevant, qualification checks.

All applicants must have valid working rights in New Zealand.

Please note, the key accountabilities of this role are not intended to be limiting, but to provide an outline of essential duties that may change from time to time, requiring flexibility.

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities. St Cuthbert's reserves the right to appoint by invitation.