

Job Description

Role:	Outdoor Education	Salary Range:	5	Notice Period:	One Month
Line Manager:	Assistant Headteacher	Head of Faculty:	Business Manager		

Role Purpose

The Outdoor Education Coordinator is a member of the Team who will drive and continue the development and delivery of the Vision for St Paul's and the Code of Conduct through the provision of outdoor education programme.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Duties & Responsibilities

Duke of Edinburgh

As the Manager of the scheme at the school you will be

- Responsible for the launch, management and support of the Bronze, Silver and Gold D of E awards.
- Deliver the relevant training for the students taking part at each D of E level and support the expedition phase of each section.
- Liaise with the D of E regional centre and its operations officer as when necessary and ensure full compliance with the licence issued to the school.

Other Outdoor Educational Visits

- Lead and manage all Outdoor educational visits
- Seek opportunities to work with Caldecott and other Outdoor adventure activities
- Responsible for staffing and launch and paper work linked to outdoor education

- Responsible for identifying the location of the overseas trip and then launching it to the students
- Identify accompanying staff depending on the number of students going on the visit
- Support the students with any fund raising activities the organise overseas trip.
- Attend all relevant training organised by the external company prior to departure of the trip and complete all school paper work
- Identify potential service providers and then develop a link with them with a view to a new provision for students at St. Paul's
- The lead on providing outdoor education CPLD for other staff in school including but not limited to Mountain Leader, Low land leader, Highland leader, DofE assessor, DofE trainer, suitable outdoor first aid trained.
- To lead on in house Edvisits training when required.
- To work with faculty administrator in preparation and management of all assorted administration
- To provide extracurricular opportunities including climbing, water sports, orienteering, map reading and camp draft activities.
- To lead on developing and running forest school in include but not limited to invention sessions for academic, behaviour, SEND, Pupil premium within and outside normal school hours
- Encourage other subject areas to bring lessons into the outdoors.
- To deliver training to pupils on camp craft, orienteering to ensure all pupils have the opportunity to pass the bronze DofE certification.
- To develop a year 7 outdoor education curriculum.
- Comply with health and safety legislation outlined by AALA and according to school procedures.
- Carrying out and updating risk assessments for all outdoor Ed activities
- Purchasing, cleaning and keeping safe all outdoor education kit purchased by school.

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

General

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures ad regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-

management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:** **Date:**