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**JOB DESCRIPTION**

**TITLE OF POST: Coordinator - Learning Beyond the Classroom (LBTC)**

**GRADE: Band F**

**RESPONSIBLE TO: Deputy Headteacher**

**LINE MANAGEMENT RESPONSIBILITY: NONE**

**DESCRIPTION OF DUTIES:**

* To improve the Culture Capital of the students of JPC through Learning Beyond the Classroom and knowledge of the Wider World.
* To be the school’s EVC and ensure full compliance with the Health and Safety planning requirements for all trips and visits, including those requiring communication via the school’s online system.
* To plan, organise and lead a number of annual Outdoor Education activities, ensuring that all students have access to Outdoor Education opportunities each academic year.
* To actively promote interest in, and educate on the benefits of, our local outdoor spaces and the activities available within those spaces.
* To plan, organise and lead Enrichment Activities for students, based around the theme of Outdoor Education.
* To encourage all staff to make creative use of the school’s outdoor spaces for teaching and learning, including, but not limited to, the promotion of an LBTC week each year.
* To promote the well-documented benefits that spending time in nature has on mental health and wellbeing throughout the entire Wirral Hospitals’ School community.
* To work closely with the SEND and House teams in order to identify and plan for referred students’ SEND, emotional, and sensory needs.
* To adhere to the school’s anxiety-reducing Teaching and Learning strategies at all times.
* To liaise with a range of community and business-based programmes and specialist support services,e.g. Youth Service; Inclusion Team; Careers advisors; YOT, etc. to continually review the school’s programme of Outdoor Education.
* To use established school systems for tracking and monitoring student participation in interventions and additional learning log activities.
* To work closely with the school’s Safeguarding Lead to ensure that all safeguarding issues are dealt with in a timely manner.
* To work closely with the Learning Mentor Team in the development, planning and delivery of the Learning For Life curriculum.
* To attend and fully engage with relevant CPD activities and opportunities as required to fulfil the duties of the role.
* To report to SLT, governors, and external stakeholders, both in person and in writing, as required regarding participation levels in, and progress as a result of, LBTC opportunities.
* To keep an inventory of all equipment relating to Learning Beyond the Classroom and work with the SBM to order and maintain appropriate levels of essential equipment.
* To complete all other duties, commensurate with the post and pay scale, as reasonably requested by the Headteacher, or another member of SLT to whom the responsibility has been delegated.