



**RIVERSIDES**  
EVERY STUDENT MATTERS

Thorneloe Road, Barbourne, Worcester, WR1 3HZ  
e: [enquiries@riversidesschool.co.uk](mailto:enquiries@riversidesschool.co.uk)  
[www.riversidesschool.co.uk](http://www.riversidesschool.co.uk)  
t: 01905 21261

## **JOB DESCRIPTION**

**Post Title:** Outdoor Education Co-ordinator (Teaching Assistant Grade 3)  
35 hours per week. Term Time Only + 5 days.

**Scale/Grade:** CLPT15: (Scale CLPT15 £23,953.00 to CLPT22 £27,514 FTE)  
Actual Salary £19,403.35 per annum

### **Main purpose of the job:**

To work for the development and education of students with additional physical, emotional and educational needs.

- Support the outdoor learning activities for individuals or groups of children ensuring their safety and facilitating social and emotional development.
- Use outdoor learning skills to undertake activities.
- Undertake activities necessary to foster the intellectual; and social development of young people.
- To undertake the delivery of educational and developmental work programmes in outdoor learning.
- To monitor and report individual student progress, achievements, problems and developmental needs.

### **Responsibilities, duties & tasks:**

- To plan work to meet the needs of individual students.
- To carry out appropriate activities as planned with groups of students including administration of assessments.
- To display and present student's work.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- General supervision, support and guidance of students within the procedures of the school and/or service- understanding that those who require the support and care are those who present as wanting it least.
- Liaise with parents and professionals such as speech therapists, Attendance Officer, School Nurse.
- Enabling student independence but helping them with tasks where required.

- Answering questions from students.
- Providing support for the Literacy, Numeracy, Science, Creative subjects and personal development & outdoor learning.
- Assisting with the supervision of young people within school.
- Assisting the students to access routines within the classroom.
- Preparation or modification of the work for the student and supporting the student in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists and speech & language therapists.
- To contribute to meetings to discuss the specific student's progress.
- Be mindful of the need to maintain a safe and secure environment at all times.
- Adhering to and maintaining school routines, codes of conduct and complying with school policies.
- Supporting the ethos of the school and CLPT.
- To support group activities within and away from the classroom i.e. PE, educational visits and outdoor learning.
- To ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote student independence in learning, and reinforcing the young person's self-esteem through praise and encouragement and strong positive relationships.
- To drive mini-buses

#### **General duties:**

- Support all types of outdoor learning.
- To maintain own personal & professional development to meet the changing nature of the job, participate in appropriate training activities and encourage and support other staff in their development and training.
- To undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health & safety duties commensurate with the post and/or as detailed in the schools Health & Safety policy.

#### **Notes:**

- The activities of this post require the post holder to work in Regulated Activity and in accordance with the Rehabilitation of Offenders Act (Exceptions Order) as amended and the Safeguarding Vulnerable Groups Act 2006, to be registered with the Independent Safeguarding Authority (ISA) and to have a relevant enhanced Disclosure & Barring Service (DBS) disclosure certificate.
- The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.

- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the schools Equal Opportunities Policy.
- Lone working is essential

**The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the schools Equal Opportunities Policy.**