

Job Description

Job Summary:

The Outdoor Education Lead and EVC is responsible for designing and delivering outdoor education programs, as well as coordinating and leading educational visits to various locations. As EVC, you are responsible for managing and risk addressing educational visits across the school, ensuring safeguarding procedures are followed and all coaches/organisations are DBS checked with relevant qualifications and insurance. The successful candidate will have a passion for education and the outdoors, as well as experience in program design, implementation, and management and will provide training/induction to staff as required.

Key responsibilities:

Outdoor learning and adventure

- Develop and deliver outdoor education programs that meet the needs of the school's curriculum and student learning objectives
- Plan, coordinate and deliver educational visits to various locations, including arranging transportation and ensuring all necessary permits and permissions are obtained
- Collaborate with other teachers and staff to integrate outdoor education and visits into their teaching plans
- Conduct risk assessments and implement safety procedures for all outdoor activities and visits, including keeping up to date records from third party providers
- Provide instruction and guidance to students in a safe, supportive, and engaging manner
- Foster a love of nature and the outdoors in students
- Manage all aspects of program logistics, including budgeting, scheduling, and record-keeping
- Monitor and evaluate program effectiveness and make recommendations for improvements
- Stay up-to-date with the latest trends and best practices in outdoor education and educational visits, ensuring your own CPD is up-to-date and relevant
- Maintain a positive and professional relationship with students, parents, and colleagues
- Develop leadership opportunities for our students through outdoor learning and adventure

Duke of Edinburgh's Award and Ten Tors

- Act as lead coordinator for Gold and Bronze Duke of Edinburgh and Ten Tors, delivering the expedition training, and acting as the expedition supervisor.
- Enrol and oversee pupil progress through the Gold and Bronze Award.
- Be responsible for ensuring the training and expedition logistics are in place for each award

EVC

- Ensure that trips and co-curricular activities are planned in accordance with the School's Educational Visits (EV) Policy
- Liaise with trip leaders to advise and co-ordinate all logistical aspects of the trip (transport, bookings, administration, etc.)
- Provide relevant training, induction and other CPD opportunities, ensuring leaders and staff are competent to lead and support particular visits and activities
- Act as the first point of contact for parents on all matters regarding trips and co-curricular activities
- Manage the income & expenditure accounts for trips, including liaison with the School's finance team to ensure payments and invoicing takes place in a timely manner
- Assure the safety of pupils on the trips (e.g. collating pupil medical information packs with the First Aid team, checking insurance requirements with the School Business Manager etc.)
- Liaise with internal stakeholders to enable trips
- Ensure that risk assessments are completed for all educational visits and review them to ensure they are fit for purpose
- Be an emergency contact as required by out of hours visits
- Assure compliance with best practice and legislation for external visits
- Review and evaluate trips/visits and suggest improvements for the future

Manage behaviour effectively to ensure a safe learning environment

- Have clear rules and routines for behaviour in lessons and take responsibility for promoting good and courteous behaviour in lessons and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise sanctions and rewards consistently and fairly
- Manage lessons effectively using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Driving licence held for at least two years • Current First Aid certification • The required national governing body qualification in the activity to be led e.g. MLTB (Mountain Leader Training Board), CWI (Climbing Wall Instructor) • Evidence of and willingness to participate in further training and developmental opportunities 	<ul style="list-style-type: none"> • Higher Level NGB qualifications including assessor status • Accredited Practitioner of the Institute of Outdoor Learning (APIOL) • A teaching or youth work qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Up to date knowledge of professional practice and responsibilities • Have a good understanding of learning theory and learning styles in relation to the activities being led and how outdoor learning can contribute to personal and social development. • Knowledge of risk assessing and experience on delivering trips and activities 	<ul style="list-style-type: none"> • Experience of driving a minibus • Experience of working with a wider range of student groups such as those with SEND
Abilities and Aptitudes	<ul style="list-style-type: none"> • A strong work ethic and high levels of personal organisation and attention to detail • Ability to lead outdoor groups in outdoor experiences • Excellent interpersonal skills with staff, pupils and parents • Passion for personal development and growth • Optimism, enthusiasm, flexibility and initiative • Professional integrity and honesty, sound judgement • Ability to work calmly under pressure • Sense of humour • Ability to work independently and as part of a team • Ability to work flexible hours, including weekends and evenings as needed • Physically able to meet the demands of the job i.e. lifting equipment, working at height if required, instructing on mountain bikes etc. 	