

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post:	Outdoor Education Leader/Cover Supervisor
Responsible To:	Subject Leader of PE/Cover Supervisor Co-ordinator
Pay Scale:	Kent Scheme KS6 or Unqualified Teacher Scale (depending on experience) plus £750 leadership allowance.

PURPOSE OF JOB:

To take a lead on outdoor education within the school, including managing our Duke of Edinburgh programme and promoting outdoor pursuits through clubs, trips and experiences. Delivering the Duke of Edinburgh programme through lessons and clubs as required.

To provide cover supervision for absent teaching staff, involving the facilitation of learning to all Key Stages of the school in a safe and secure learning environment. To undertake other non-teaching duties as directed, including supervision of students during non-lesson times.

Main (Core) Duties:

Outdoor Education Leader

- To lead on developing outdoor education activities across our school, including clubs, trips and expeditions as required. This will involve working closely to engage students and staff in participating
- To act as Leader for the Duke of Edinburgh programme as part of the above
- To ensure the smooth running of outdoor education activities, including DofE expeditions, liaising with the trips coordinator as required
- To deliver the outdoor education elements of our PE/Sport curriculum in lesson time
- To deliver clubs in the above areas
- To liaise closely with the Subject Leader for PE and Assistant Headteacher - Whole Person in developing outdoor education through PE curriculum and the Dream Big programme
- To oversee all necessary safeguarding, health and safety and risk assessments related to outdoor education

Cover Supervision

- Undertaking cover supervision of class groups up to 30 pupils on a day-to-day basis as required under the direction of the Cover Leader
- Supervising and supporting students in undertaking work set by the subject including online packages, key skills and subject specific work ensuring that learning objectives set are achieved
- Liaising with absent teachers on class progress after cover lessons.

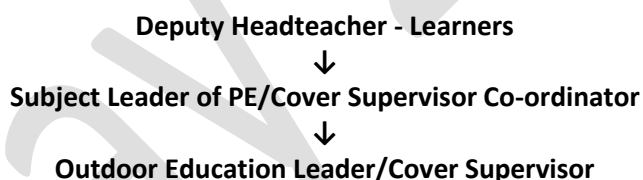
Other duties

- Acting as a role model and set high expectations of conduct to ensure that good behaviour is maintained and to develop skills to support students, including use of ICT packages
- Being responsible for the health and safety of students in lessons covered and to use school procedures as necessary (including Child Protection, Data Protection, Equal Opportunities and confidentiality) reporting any concerns to the appropriate person
- To contribute to the monitoring and evaluation of the effectiveness of strategies including study skills, revision and exam techniques
- Undertaking supervisory duties, including break, lunch and lunchtime activities as required
- To undertake any other duties that the Headteacher may reasonably request

Note:

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Organisation



Agreed by:

Postholder: _____

Date: _____

Print Name: _____

Headteacher: _____

Date: _____

Person Specification

Qualifications	<ul style="list-style-type: none"> • GCSE in English and Maths at a minimum of a Grade C – or equivalent • Willingness to undertake further professional development
Experience	<ul style="list-style-type: none"> • Working effectively with young people in education or another related area • Working in an educational environment or setting • Working with the public and dealing with confidential issues • Experience of outdoor education programmes
Skills and Abilities	<ul style="list-style-type: none"> • Ability to motivate young people by establishing empathetic and supportive relationships • Ability to demonstrate a positive and enthusiastic approach • Ability to organise and prioritise workload to achieve deadlines • Good communication and interpersonal skills • Being friendly and welcoming at all times to students, staff, parents and visitors • Ability to effectively use ICT and other specialist equipment/resources. • Ability to work under pressure and work efficiently to meet deadlines • Ability to work effectively in a team but also take initiative and work independently where required • Ability to work confidentially • Display commitment to the protection and safeguarding of students
Knowledge	<ul style="list-style-type: none"> • Knowledge of the principles involved in giving advice and guidance to young people • Knowledge of a range of applications and software commonly used in schools including SIMs • Understanding of Child Protection procedures • Awareness of Data Protection and confidentiality issues
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> • We achieve the best outcomes when all staff work together in a supportive collaborative environment • High expectations in all aspects of our work • Staff and students can 'enjoy the journey' <p>In addition, we expect the following</p> <ul style="list-style-type: none"> • A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students • Flexibility to work as required to achieve the best outcomes for students • Integrity and professional pride to do the job properly • Rigorous, consistent and logical approach to ensuring all procedures and policies are followed • Good sense of humour and ability to relate to colleagues, parents and students