Central Learning Partnership Trust

**JOB DESCRIPTION**

**Teacher – Responsible for delivery of Outdoor Education**

**RESPONSIBLE TO: Head of School/Executive Head**

**SALARY SCALE:** TPS + SEN Point (1 or 2 dependent upon experience)

**WORKING HOURS:** 1265 hours per annum

**LOCATION:** Westcroft School

**DISCLOSURE LEVEL:** Enhanced

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| **JOB PURPOSE**   * To be responsible for planning and delivering an outdoor education curriculum across school * To assist with the planning, development and delivery of an exciting outdoor education curriculum * To support young people to be able to attain their full potential by developing a varied programme of activities and accredited learning opportunities that enhance personal and social development * Support with the provision of residential / camps and off site experience for young people, D of E etc * Ensure the provision of a safe and healthy environment by ensuring that legislation relating to health, safety and welfare of children, young people and staff is complied with at all times |
| **MAIN DUTIES AND RESPONSIBILITIES**   * To be an effective professional who demonstrates through curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and supports students to maximise their potential * Delivering a range of outdoor education programmes, including Duke of Edinburgh Award, as well as a range of other land based activities such as Forest Schools or Wild Tribes * To organise and deliver a range of sessions as part of the curriculum offer. * To identify the needs of young people within the school community and help develop and promote programmes that meet this need. * To promote and encourage young people to develop healthy and physically active lifestyles * To support the implementation of equal opportunities policy and practice across the service area, and to challenge discrimination and prejudice in all it forms. * Assist with monitoring and evaluation of programme delivery, including reflective practice, actively contributing to session debriefs and team meetings, and maintaining accurate records and registers of young people taking part in the outdoor education programme |
| **Safeguarding Statement**  In accordance with CLPT’s Safeguarding Policy and the document ‘Keeping Children Safe In Education’, all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns |
| **Responsibilities**   * To supervise and oversee support staff as directed * To ensure that proper precautions are taken in respect of Health and Safety, and ensure that facilities and equipment are checked and appropriately prepared for each session, activity or event   Physical and Information Resources |
| **Rehabilitation of Offenders Act 1974**  This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.  If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher/ Head of School of this fact immediately.  Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School’s / Academy’s relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment. |
| **Health and Safety**  The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder. |
| **Confidentiality and Data Protection**  The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust’s Whistleblowing Policy is available via the Staff VLE. |
| **Equality and Diversity**  CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return. |
| **Training and Development**  CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations. |
| **Mobility**  The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions |
| **The Postholder is required to:**   * Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. * Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.. * To promote equality, diversity and inclusion and demonstrate this within the role. * To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. * To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. * To act as exam invigilator when required. * To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description. |
| **Endorsement:**  This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.  This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.  I accept this job description.  Name ……………………………………………………………………………………………………….  Signed …………………………………………………….. Date ………………………………………… |

Central Learning Partnership Trust

**PERSONAL SPECIFICATION**

**Teacher – Responsible for delivery of Outdoor Education**

**RESPONSIBLE TO: Head of School / Executive Headteacher**

**SALARY SCALE:** TPS + SEN Point (1 or 2 dependent upon experience)

**WORKING HOURS:** 1254 hours per annum

**LOCATION:** Westcroft School

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| **Specification** | **Essential** | **Desirable** | **Measured by** |
| **Education and Qualifications** | QTS  Experience of working with pupils with complex cognitive difficulties  Further training and CPD around SEN | Qualification in Outdoor Education eg Lowland Leader/ D of E Assessor  Working knowledge of Makaton, PECS  Additional Professional Qualification in Education  Other subject specialisms/qualiifications | Application form  Interview  Qualifications |
| **Experience and Knowledge** | Experience of leading outdoor activities  Evidence of excellent teaching skills  Experience of managing classroom support  Experience of leading and managing whole school development  Awareness of Health & Safety with a view to risk assessing activities | Experience of teaching and assessing pupils working below NC anticipated levels  Demonstrate ability to lead and organise off site activities and residential experiences | Application form  Interview  References |
| **Skills and Abilities** | Working knowledge of Assessment Systems  Experience of working with other agencies  Competent, confident and imaginative in the use of ICT  Experience of dealing with challenging behaviour and guiding parents and other professionals in behaviour management  Ability to engage in and encourage others in lifelong learning  Motivation to construct an exciting and accessible differentiated curriculum | Ability to produce detailed reports on pupil progress | Application form  Interview  References |
| **Training** | Awareness of legislation regarding safeguarding children | Evidenced of advanced study in SEN. | Application form  Interview |
| **Attributes and Attitudes** | Ability to drive a minibus or willingness to undergo minibus training  Creative, flexible, stamina and resilience  Sense of humour  Teamwork and passion for SEN  Awareness of work life balance  Clear aspirations for professional development  As a special school staff need to be able to teach any number of subjects at the discretion of the Head Teacher | Willingness to be involved in the wider curriculum, including residential experiences and extended day activities | Application form  Interview  References |
| **Safeguarding** | Enhanced DBS  Overseas criminal check (if required)  Right to work in the UK |  | Application form  Interview  Self Declaration Form |

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.*