



Recruitment Pack

Outdoor Education Technician,
Maternity Cover from Sept 24

QE School, Crediton

Closing Date: 9am Monday 22 April

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



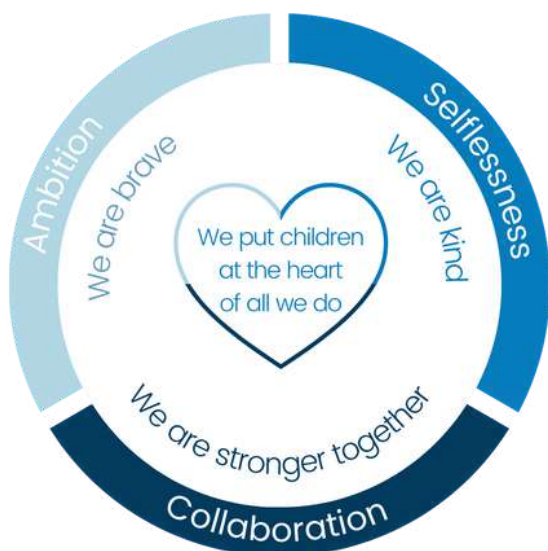
**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



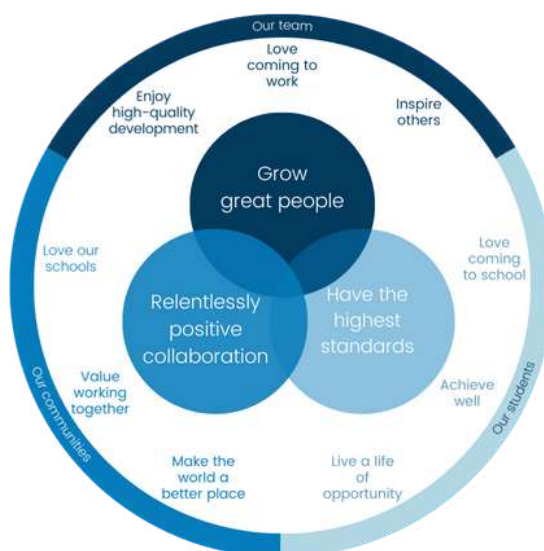
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Queen Elizabeth's School

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1250 students on roll of whom 130 are in the Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, the school is set in the market town of Cridton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Barnfield campus and Years 9-13 at Western Road.

At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities we aim to instil our students with the values of respect, reflection and resilience.

The enclosed recruitment pack outlines the key duties and accountabilities of the post. The successful applicant will:

- have a clear, well communicated understanding of the most effective teaching and learning techniques that lead to strong student progress
- possess the skills and determination to make a positive difference to the lives of our students
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging

If you have any questions, please contact Anna Field on 01363 773822 or anna.field@qe.devon.sch.uk

Yours sincerely

Paula Smith - Headteacher



Key Details

Job Title: Outdoor Education Technician

Location: QE

Salary: Grade D £22,085

1500 hours per annum

Closing Date: 9am Monday 22 April

Interviews: TBC

Required From: September 2024

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role please contact Anna Field, anna.field@qe.devon.sch.uk

Please use the application form available on the Trust website and email it to: anna.field@qe.devon.sch.uk



Queen Elizabeth's School

Job Description

To work both under the direct instruction of teaching/senior staff and independently with groups in the delivering of outdoor and adventurous activities. Also, to provide general support to the teachers within the PE department in the management of students, equipment and organisation of expeditions and practical sessions.

- To instruct and supervise challenging and educational outdoor activity programmes, including BTEC Level 3 groups and OCR Level 2 groups, appropriate to the individual's qualifications and experience.
- To instruct or assist with a variety of student groups appropriate to the individual's qualifications and experience.
- To assist with essential course administration, paperwork and keep up to date with other relevant documentation 7 evolve PE fixtures.
- To be responsible for your own safety and the safety of the pupils in your care.
- To adhere to, read and make yourself fully aware of the school's safety procedures, operating guidelines, risk assessments and procedures. Create and update risk assessments.
- To make an active contribution to safety, including any on-going risk assessment and the diligent use of accident, incident and near miss reporting.
- To work well as a member of the team.
- To keep instructor qualifications in date and to be well informed of the current developments and best practice in those activities.
- To assist with, or to supervise, activity clubs and/or open skills sessions.
- To oversee, organize and deliver the Duke of Edinburgh Award (Bronze, Silver and Gold)
- To play an active part in the development and delivery of the school's wider co-curricular programmes.
- To assist in organising and administering trips and activities both foreign and UK based, including writing to parents, dealing with payments, budgeting, risk assessing and planning.
- To ensure that any activity equipment is maintained to the highest standard and to report any defects or missing items. Complete weekly/monthly checks on all PPE and log findings.
- To ensure that activity areas are maintained in a safe and clean state appropriate to the activity and at the end of each working day to leave activity areas and equipment clean and tidy.
- Complete a full yearly audit and inventory of all equipment related to Outdoor Education.
- To work off site on tasks related to the role.
- To support the operation and administration of the PE department and co-curricular activities.
- To carry out such other duties as reasonably assigned by the Learning Area Team Leader for Physical Education, which are appropriate to the post and the work of the school. This will include providing transport and supervision for off-site sports team fixtures.
- To maintain a First Aid qualification.

Typical working pattern

- You must be available for occasional weekend working. This will include DofE training sessions and events at weekends.
- The role also includes evening working to support co-curricular activities, trips and sports fixtures.
- Whilst the majority of working time will fall during the normal school week the working pattern of this role is very varied in order to support a wide range of activities occurring outside of the normal school day.
- The working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the school are met.



Queen Elizabeth's School

Role Requirements:	Essential/ Desirable
Qualifications:	
Good standard of education - 5 GCSEs at C or above including a minimum of GCSE grade C in English	E
Essential Activity Specific Qualifications: Hold the following basic NGB qualifications or equivalent: Hill and Moorland Leader or Summer ML award. Climbing Wall Instructor or Rock-Climbing Instructor (CWA / SPA). Paddle sports Instructor with an additional leadership discipline (including moderate water endorsement) MIAS Mountain Bike Leader Level One (MBL1) or British Cycling British Mountain Bike Leadership Awards	E
Desirable Activity Specific Qualifications: <ul style="list-style-type: none"> Ability to drive Centre vehicles and tow trailers (D1 + E or hold a pre-1997 driving licence). Hold higher level NGB's in one or more areas e.g. MIA Winter ML award 	D
Current First Aid qualification (or the commitment to obtain and maintain one)	E
Valid Driving licence including D1 entitlement to drive a minibus (or the commitment to obtain and maintain one)	E
Experience:	
Organising and delivering a range of activities with and for young people	E
Active personal practitioner in two or more mainstream outdoor activities.	E
Managing PPE requirements for equipment.	E
Maintaining outdoor equipment especially mountain bikes.	D
Delivering outdoor or environmental education in a residential setting	D
Knowledge of some of our local activity sites	D
Duke of Edinburgh Award	D
Developing outdoor and environmental education resources and displays.	D
In a learning or coaching environment supporting young people and delivering outdoor education.	E
Managing the behaviour of groups of young people effectively to ensure a positive and safe environment	E
General administration including use of a range of ICT packages (Outlook, Word & Excel)	E
Personal and Professional Skills and Attributes:	
Ability to lead and assist students in a range of outdoor activities.	E
Demonstrate clear understanding of the contribution that outdoor and environmental education plays in lifelong learning and the development of young people.	E
Flexible attitude towards working hours including evening and occasional weekend commitments.	E
Knowledge and understanding of current trends in outdoor education.	E
Passionate belief in the potential of all young people	E
Ability to work without close supervision, able to proactively seek tasks in between practical activities	E
Good interpersonal skills including; <ul style="list-style-type: none"> a professional and approachable style the confidence to deal with complex situations appropriately the ability to be assertive when required 	E
Effective planning and organisation skills	E
Strong communication skills, able to; <ul style="list-style-type: none"> build positive professional relationships with young people, parents and colleagues remain calm and seek constructive solutions when dealing with pressured situations 	E
Able to manage confidential information appropriately and with discretion.	E
Resilient, able to respond well under pressure.	E
Positive, confident and constructive in approach with high levels of enthusiasm and energy.	E
Able to use initiative to solve problems, flexible and adaptable in approach	E
Willingness to participate in ongoing training & development	E
Able to work effectively as a member of a team	E
Respect for all members of our community and able to model this respect	E
Understanding of safeguarding issues and able to promote the welfare of children and young people.	E
Suitability to work with children	E

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.

