

<b>Job Title:</b>	<b>Secondary Outdoor Education and Educational Visits Coordinator</b>
<b>Salary Range:</b>	Teachers Mainscale point M3 / Unqualified Teacher Scale UQ1-UQ6
<b>Hours:</b>	Full time
<b>Base:</b>	St Ives School
<b>Responsible to:</b>	Headteacher / Business Manager
<b>Responsible for:</b>	The provision of high quality outdoor education opportunities, teaching, intervention and student support
<b>Important Functional Relationships: Internal/External</b>	<u>Internal:</u> Headteacher/Business Manager, School leadership team, staff, students <u>External:</u> Parents, visitors to the school

#### Key Purpose of the Role:

- Promote students' personal and social development through a programme of outdoor education including leadership of the Duke of Edinburgh's Award Scheme.
- Support all staff in the delivery of safe and compliant educational visits.

#### Main Duties and Responsibilities:

- Provide support and guidance to students to ensure high rates of uptake and completion of the Duke of Edinburgh's Award, including effective use of the school's website, social media and newsletters.
- Provide training, advice and guidance to staff (including 'deputy' Award Leaders) to ensure that there is the capacity within the school to support strong numbers of students to complete the Award. Provide, facilitate and coordinate appropriate training for these staff.
- Be responsible for the organisation, training and supervision of the Expedition section of the Award, ensuring that participants understand and follow the required safety guidance.
- Communicating clearly, effectively and promptly with parents and keep them fully informed of their child's progress in the Award, and thus promoting a well-informed, positive and co-operative partnership between the home and the school.
- Make arrangements to celebrate the success of students in the DofE award, including an annual presentation event.
- Evaluate participation and completion information to devise and implement a DofE development plan. Ensure that participation and completion of the award by vulnerable and disadvantaged students is prioritised within the plan.
- Liaise with colleagues in partner secondary schools to share ideas, approaches, training and to promote best practice.

- Within 'base' school, lead a programme of outdoor learning activities and events, maximising the use of extra-curricular opportunities, to enhance students' self-esteem, inter-personal and leadership skills and drawing on the support and expertise of external partners, as appropriate. Share this approach and programme with colleagues in partner secondary schools and provide appropriate advice, training and support as required.

#### **Educational Visits Coordinator**

- In liaison with the TPAT Health and Safety Team, and drawing on external advice and support, devise and implement a robust procedure for organising and managing school visits. Review this plan bi-annually and ensure it is kept up to date with relevant guidance and legislation including risk management.
- Provide training, advice and guidance for staff to ensure that educational visits are organised, risk assessed and managed in line with the school's policy and procedure.
- Monitor and quality assure the completion of risk assessments for educational trips and visits. Provide advice to trip leaders to ensure that risk management on trips is highly effective.
- Report any concerns about procedures for trips and visits to the Headteacher/Business Manager to ensure that any issues identified during quality assurance procedures (including those relevant to the safety) are resolved.
- Keep up to date in knowledge and understanding of educational visit procedures and policies by pro-actively identifying and attending relevant training. Ensure that learning from training is disseminated and implemented within the school's policies and procedures.
- In particular, ensure that residential trips, those involving travel outside of the UK, and those involving adventurous activities are robustly risk assessed and managed.

#### **General Teacher**

- In liaison with teachers and heads of faculty, deliver pre-prepared teaching lessons to students, ensuring continuity of learning and following school systems and processes.
- Provide feedback to absent teachers on the learning, progress and behaviour of their classes.

#### **General/Other:**

- Maintain confidentiality of information acquired in the course of undertaking duties for the School.
- Understand and follow TPAT and school policies including, but not exclusively, the Code of Conduct, Safeguarding, and Health and Safety Policy.
- Please note that although St Ives School will be the base school, there may be the requirement as part of the role to work within other trust secondary schools.