

## Outdoor Education Lead

### The Role

This is a fantastic opportunity for an individual to design, implement and oversee a varied programme of Outdoor Education as part of the Co-Curricular programme at Durham School. We are committed to providing a range of outdoor activities across the School for pupils in Years 7 to 13, including the Duke of Edinburgh Award Scheme and are looking for someone with the vision and drive to develop this programme and inspire and engage pupils and staff in it. The School offers an annual ski trip to Europe for pupils in Years 8 and 9 and a bi-annual Worldwide Expedition, currently through World Challenge, for pupils in Years 10 to 13. There is scope to deliver a ski trip for older pupils and to further develop our programme of Outdoor Educational trips.

This is part-time role and will require some work at weekends and during school holidays: 0.6 FTE term time only + 2 weeks.

Salary range: X32 – X38 (£25,087 – £28,510 FTE)

### Outdoor Education

- Develop a structured outdoor education programme, which is accessible to the whole school community. This should develop teamwork and leadership skills, alongside activity-specific skills.
- Develop and deliver Junior Outdoor Club and Senior Outdoor Club as part of the co-curricular activities programme.
- Manage the Outdoor Education Budget.
- Implement a system for the control and checking of school outdoor equipment and manage the outdoor activities store, overseeing the maintenance, issue and purchase of equipment.
- Manage and develop a team of staff/volunteers to support the delivery of the outdoor education programme.
- Work with the Junior School staff responsible for the Forest School to ensure this resource is effectively used and maintained across both Schools.
- Lead and/or support residential and day expeditions and outdoor and adventurous activities during term time and the school holidays, bearing in mind the economic climate facing parents.
- Provide an annual report about outdoor education provision across the School, including photographs, for 'The Dunelmian'.

The annual ski trip and bi-annual World Challenge Expedition are well-established and popular trips. The successful candidate will be responsible for organising these, either alongside the School trip leader(s) or as the School trip leader themselves.

- Work closely with the selected companies to organise successful trips.
- Launch the trips with pupils, parents and staff, and manage communication with all stakeholders before and during the trip.
- Manage the administration, budget, risk management and overall development of the trip prior to departure, and produce all required documentation and reports after the trip.
- Recruit suitable staff and ensure they are adequately trained to enable them to be successful School trip leaders.

## **Duke of Edinburgh's Award Scheme (DofE)**

The Duke of Edinburgh Award Scheme is well-established at Durham School with a healthy number of pupils taking part and completing the Awards. We are a Directly Licensed Centre with DofE.

- Be responsible for the delivery of the Duke of Edinburgh's Award Scheme at Bronze (Years 9 and 10), Silver (Year 11) and Gold (Sixth Form) levels.
- Be responsible for communications and liaison with the DofE Regional and National offices and attend meetings, training and events as required.
- Be responsible for the launch and promotion of the DofE scheme to pupils and parents.
- Oversee the administration for the DofE scheme including the management of the eDofE system.
- Manage the planning and delivery of practice and final expeditions for each Award, ensuring the practical, administrative, safeguarding and risk assessment requirements are fully in place.
- Co-ordinate the staffing of DofE sessions and expeditions.
- Actively recruit and manage volunteers to support the delivery of DofE.
- Manage and set the DofE budget to be self-financing, setting the costs for participation, monitoring costs, and producing annual accounts for the Scheme.
- Work alongside pupils who are undertaking an Award to ensure they are progressing and are well prepared for their Award.
- Encourage pupil progression through the Bronze, Silver and Gold Awards.
- Provide a report and certificates for the Principal's Presentation Assembly each term to celebrate achievement.
- Produce an annual report detailing the successes of pupils for each Award and provide an annual report including photographs for 'The Dunelmian'.

## **Educational Visits Co-ordinator (EVC)**

- Act as the School's EVC, having undertaken initial and refresher EVC training as necessary.
- Ensure that all School trips are planned, organised and run in line with relevant policies, including any adventurous activities.
- Regularly review and update policies, procedures and practices in relation to School trips, with particular reference to compliance with DfE advice, the OEAP National Guidance, and any other relevant documentation.
- Keep appropriate records of trips and visits.
- Ensure that School trips and visits provide a breadth and depth of experiences which support the School's academic and co-curricular programmes.
- Liaise with the Deputy Head (Pastoral) to ensure that all trips and visits are managed in line with the School's safeguarding expectations.
- Liaise with the Medical Centre to ensure all pupils' and staff medical needs are catered for on trips and visits.
- Maintain a three-year forward planner of trips, which is shared with parents and staff.
- With the Head of Co-curricular, Head of Boarding, and Head of Sixth Form, organise Activities Week.
- Work with the Junior School EVC and staff responsible for the Junior School ski trip to ensure consistency of best practice across the Foundation.

## **Other responsibilities**

The successful candidate will also be expected to attend School events and activities, as appropriate including INSET, and to contribute to the marketing and promotion of the School to prospective pupils and parents. They must relate to young people and develop an environment of trust, openness and integrity in line with the MARK values of the School.

## Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Camping Leader, Lowland Leader, Countryside Leader, or Hill and Moorland Leader qualification (or equivalent).</p> <p>Full clean Driving Licence and willingness to drive a minibus.</p> <p>Duke of Edinburgh’s Award Scheme: completion of, or willingness to complete:</p> <ul style="list-style-type: none"> <li>• Delivering the DofE pathway;</li> <li>• DofE Manager pathway</li> <li>• Expedition Assessor and Supervisor pathway;</li> <li>• Award Verifier pathway.</li> </ul> <p>Current 16-hour First Aid qualification (preferably Remote Locations/Outdoor Award).</p>	<p>Accredited Practitioner for the Institute of Outdoor Learning (APIOL) or Leading Practitioner for the Institute of Outdoor Learning (LPIOL).</p> <p>EVC qualification.</p> <p>Driving licence with D1+E towing with a minibus entitlement.</p> <p>Mountain Leader qualification (and/or Winter/International Mountain Leader) or willingness to complete this.</p> <p>Higher level NGB awards in outdoor education specific skills (e.g., mountain biking, canoeing, sailing, climbing – single pitch award, paddle boarding etc.).</p> <p>Forest School Leader qualification.</p>
<b>Professional skills and abilities</b>	<p>Experience in managing and delivering outdoor education programmes and projects for young people.</p> <p>Ability to set high expectations which inspire, motivate and challenge pupils.</p> <p>Ability to plan and deliver well-structured outdoor education training sessions.</p> <p>Experience of risk management and risk assessment procedures.</p> <p>Strong communication and interpersonal skills.</p> <p>Strong IT skills and experience of using Microsoft Office programs.</p> <p>Excellent time management and organisational skills.</p>	<p>Experience of working with young people in an educational setting.</p> <p>Experience of developing schemes of work and educational plans.</p> <p>Experience of delivering Forest School activities.</p>

	<p>Excellent written English and attention to detail.</p> <p>Ability to build and develop excellent relationships with a range of people.</p> <p>Energy, drive and enthusiasm and a positive manner.</p>	
<b>Professional Standards</b>	<p>Prepared to undergo appropriate training as requested.</p> <p>Awareness of the importance of Child Protection and Safeguarding of young people</p> <p>A 'can do' approach and willingness to actively promote the School MARK values.</p> <p>Willingness to play an active part in the life of the School community.</p>	