Job Details

Job Title	**Outdoor Education Lead**
Salary	Band 6 20 - 25, Actual Salary Approximately £28,160 - £31,413
Contract Type	Permanent. Term Time Only plus Inset (39 weeks).
Location	Castlefield Campus
Working Pattern	35 Hours per week
How To Apply	Apply via TES or alternatively send your application form to hr@ambitioncommunity.uk

Review and Amendment

This job description is intended to provide a clear outline of the main duties and responsibilities of the post; however, it is not exhaustive. The duties and responsibilities may be amended from time to time, in consultation with the postholder, to reflect the changing needs, priorities and requirements of the Trust.

The job description will be formally reviewed annually as part of the Trust's appraisal and performance management process. The Headteacher, in consultation with the HR, may make reasonable amendments to the duties and responsibilities of the post where required to meet operational or organisational needs, provided that such changes remain appropriate to the grade, level and overall purpose of the role.

Any significant or material change to the nature or level of the post will be considered through the Trust's appropriate job evaluation and review processes.

Job Purpose

To design, implement and oversee a high-quality Outdoor Education programme across Castlefield Campus. The postholder will develop opportunities that promote teamwork, leadership, resilience, confidence and personal development whilst ensuring all outdoor activities are delivered safely, effectively and inclusively. The Outdoor Education Lead will inspire and engage pupils and staff in outdoor learning, educational visits and adventurous activities, contributing positively to pupil engagement and wellbeing.

Key Responsibilities

Area	Key Responsibilities
Programme Development	Develop and implement a structured Outdoor Education programme accessible to all pupils. Deliver outdoor learning opportunities including the John Muir Award and other enrichment activities.
Leadership and Coordination	Lead the planning, organisation and delivery of outdoor education activities and expeditions across the school.
Educational Visits	Lead and/or support day expeditions, residential visits and adventurous activities during term time.
Budget Management	Manage the Outdoor Education budget effectively and ensure value for money.
Equipment and Resources	Implement systems for checking, maintaining and replacing outdoor education equipment. Manage the outdoor activities store and oversee the issue, maintenance and purchase of equipment.
Risk Management	Complete and review risk assessments for all off-site activities and ensure compliance with Trust policies and health and safety requirements.
Transport	Drive the school minibus and ensure transport arrangements are managed safely and effectively.

Partnership Working	Work closely with external providers and activity companies to organise successful visits and events.
Communication	Work collaboratively with parents, carers, staff and external organisations. Manage communications before, during and after activities and visits.
Monitoring and Reporting	Monitor pupil engagement and participation and provide regular feedback to the Senior Leadership Team regarding progress and impact.
Safeguarding and Welfare	Ensure the safety, wellbeing and inclusion of all pupils participating in outdoor education activities.
Student Engagement and Development	Use outdoor education activities to support pupils' confidence, resilience, independence and teamwork. Encourage pupil leadership through mentoring, ambassador or peer support opportunities. Monitor participation rates and target underrepresented groups to improve access and inclusion.
Attendance and Inclusion	Support the school's attendance strategy through engaging outdoor learning opportunities. Work alongside pastoral teams to engage pupils who may benefit from alternative approaches to learning and personal development.
Other Duties	Carry out other duties appropriate to the grade and nature of the post as reasonably required. Be a school first aider.
Educational Visits Administration	Maintain records relating to trips, parental consent, medical information and visit documentation. Ensure educational visits are organised in line with Trust Educational Visits procedures.
Partnership Working	Develop relationships with external providers, community organisations and outdoor education partners.

	Seek opportunities for grants, funding and sponsorship to enhance outdoor provision.
Staff Support	Support and advise staff involved in educational visits and outdoor activities. Deliver briefing sessions and guidance to staff participating in outdoor education activities.

Person Specification

Qualifications

Criteria	Essential	Desirable
Relevant qualification in Outdoor Education, Sport, Education, Youth Work or a related field		✓
GCSE Grade C above or grade 4.		
Full UK Driving Licence	✓	
Ability to drive a school minibus	✓	
First Aid Qualification or wiliness to work towards a qualification	✓	
Outdoor activity leadership qualifications		✓

Experience

Criteria	Essential	Desirable
Experience of leading outdoor learning or adventurous activities		✓
Experience of working with children and young people	✓	
Experience of organising educational visits and trips	✓	
Experience of managing equipment and resources	✓	

Experience of budget monitoring and management		✓
Experience of working in a school environment		✓

Knowledge and Skills

Criteria	Essential	Desirable
Understanding of outdoor education principles and best practice	✓	
Knowledge of risk assessment and educational visit procedures	✓	
Knowledge of health and safety requirements for off-site activities	✓	
Ability to motivate and engage young people	✓	
Excellent organisational and planning skills	✓	
Strong communication and interpersonal skills	✓	
Ability to build positive relationships with pupils, families and colleagues	✓	
Ability to work independently and as part of a team	✓	
Competent IT and administrative skills	✓	

Personal Qualities

Criteria	Essential
Passionate about outdoor learning and pupil development	✓
Enthusiastic, proactive and self-motivated	✓
Reliable, professional and resilient	✓
Commitment to inclusion and equality of opportunity	✓
Positive role model for pupils	✓
Flexible approach to work, including outdoor and off-site activities	✓
Commitment to safeguarding and promoting the welfare of young people	✓

General Duties

All Trust employees are expected to:

- Work in accordance with Trust policies, procedures and financial regulations.
- Maintain confidentiality and comply with data protection requirements.
- Contribute to the safeguarding and welfare of children and young people.
- Comply with health and safety requirements.
- Participate in relevant training and professional development.
- Contribute positively to the work of the Trust and its schools.
- Undertake other reasonable duties appropriate to the grade and nature of the post.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to comply with

the Trust's safeguarding and child protection policies and procedures and to undertake safeguarding training appropriate to their role.

The successful candidate will be required to demonstrate an understanding of their safeguarding responsibilities and to act promptly and appropriately where there are concerns about the welfare or safety of a child or young person. This includes maintaining professional boundaries, confidentiality and appropriate conduct always.

The Trust operates safer recruitment procedures, and the appointment will be subject to the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable. The Trust reserves the right to undertake any further checks required in accordance with current safeguarding legislation and guidance.