



Coventry City Council

Job Description

Post:	Outdoor Education – Schools Programme Lead	Job Number:	A5747
Service:	Outdoor Education Service	Post Number:	1037332
Location:	Coventry City (Friargate)	Grade:	8

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

- To lead and develop the Outdoor Learning Schools Programme within the City of Coventry, either at a recognised venue or in school grounds including students with complex learning needs and challenging behaviour.
- To develop an inspirational environmental education provision, including the management and development of woodland and outdoor areas for a range of educational settings and purposes within the City of Coventry.
- To lead training opportunities for Outdoor Learning Practitioners, Forest School Practitioners and other staff associated with supporting enrichment within schools and community environments.

Main Duties and Responsibilities:

- To have an up to date working knowledge of all the Department for Education and AALA, including the statutory responsibilities for adventurous activity, trips and visits and H&S legislation.
- To have lead responsibility for the Outdoor Education Schools Programme Development, overseeing all aspects of the day-to-day delivery of high-quality outdoor learning sessions and courses.
- To work with the School Programme delivery team and any trainees, including development of staff, through team modelling on course delivery.
- Support the Outdoor Education Lead to develop a policy for activity and course provision in Coventry which is linked to the curriculum.
- Manage the equipment to ensure that all courses are appropriately resourced ensuring managers are aware of the need for renewal/replacement cycle.

- Support the Outdoor Education Lead and Service Lead with the continued commercial growth and development for the Outdoor Education Service programmes, seeking ways to support growth in delivery during peak periods, identify new markets, new activities.
- To network and obtain delivery partners or staff where necessary for specialised activity
- To maintain and develop identified physical Outdoor Education areas as a safe and inspirational opportunity for learning.
- To develop, plan and deliver high quality sessions, lessons & courses tailored to Primary, Secondary, Specialist and Alternative Education settings which enhance and support the curriculum.
- To develop, plan and deliver programmes which assist children and young people in obtaining outdoor awards and accreditations.
- To ensure all provision and activity is AALA compliant and in line with health and safety requirements, including the development and monitoring of risk assessments, SOPs staff competencies and equipment use.
- To ensure all assessments of risk are regularly updated, shared and reviewed based on changing activities and student need.
- Support the Outdoor Education Lead and Service Lead in the development of a quality assurance system including, quantitative and qualitative data and written reports which demonstrate the outcomes and progression achieved.
- To support the Service Lead in identifying and creating opportunities for wider service / programme links across the Council such as in work-based learning, employability, crime reduction and health.
- To ensure effective communication with Headteachers, stakeholders, line management and the senior leadership team
- To be able to lead and advise other education staff on programme delivery ensuring a safe learning environment.
- To order, store and maintain equipment and resources for lessons.
- Lead the Outdoor Learning and Forest School provision through any regulatory inspection including Ofsted, being able to evidence improved outcomes and impact on learning and personal development.
- Where necessary, attend school parents' evenings and open evenings to initiate new ways of engaging parents and carers in new family events.
- Any other duties and responsibilities within the range of the salary grade.

Physical Demands

The work requires moderate levels of physical effort. It involves lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of learners and the physical environment.

The training for some levels is mainly outdoors and this will require walking and managing the training on uneven surfaces and in unpredictable weather conditions.

You are required to be a role model for the staff and students you work with.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Senior Manager – Outdoor Education

Date Reviewed: November 2021

Updated: November 2021



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">Up to date knowledge of outdoor education in terms of curriculum, safe and effective practice.
	<ul style="list-style-type: none">Effective leadership and management in residential outdoor education contexts.
	<ul style="list-style-type: none">Sound academic knowledge of OE theory and the contribution that attendance on a residential outdoor education course can make to raise levels of pupil engagement, attainment and achievement across subject curricular areas and personal development.
	<ul style="list-style-type: none">Good knowledge of data protection guidelines.
	<ul style="list-style-type: none">Good knowledge of child protection and safeguarding issues.
	<ul style="list-style-type: none">Good knowledge of budget monitoring and financial procedures.

Skills and Abilities:	<ul style="list-style-type: none">Highly developed operational thinking, planning and leadership qualities.
	<ul style="list-style-type: none">Develop and sustain effective teams, with an ability to align programme needs with individual skill-sets/competencies.
	<ul style="list-style-type: none">Excellent organisational skills - being able to initiate and lead programmes and provision, through organising and prioritising workload during periods of conflicting pressures.
	<ul style="list-style-type: none">Excellent written and verbal communication skills to be able to establish effective working relationships within the team and with service-users and give clear guidance and explanations to service users and colleagues in relation to systems and procedures.
	<ul style="list-style-type: none">Ability to analyse, interpret and evaluate information accurately and present this both verbally and in written form.
	<ul style="list-style-type: none">Able to use skills and abilities to evaluate current systems and introduce and apply new procedures.
	<ul style="list-style-type: none">Able to deal with confidential information appropriately.
	<ul style="list-style-type: none">High expectations of pupils' learning, attainment and behaviour, and the ability to relate their experience to success in their work at school.
	<ul style="list-style-type: none">Able to drive city vehicles when required.



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Experience:	<ul style="list-style-type: none"> • Experience within a residential outdoor education context, supported by experience in a leadership role within an Outdoor Education Service preferred.
	<ul style="list-style-type: none"> • Highly competent activity practitioner with a range of NGB's, at least one at an advanced level.
	<ul style="list-style-type: none"> • Handling a varied and busy workload with conflicting demands and timescales.
	<ul style="list-style-type: none"> • Planning and implementing successful programmes and provision – within an Outdoor Education Service preferred.

Experience:	<ul style="list-style-type: none"> • Experience of working within multiple education settings including students with complex needs highly desirable.
	<ul style="list-style-type: none"> • Providing first aid – up to date First Aid Certificate.
	<ul style="list-style-type: none"> • Working alone and managing workload and priorities.
	<ul style="list-style-type: none"> • Innovative project planning and implementation.

Educational:	<ul style="list-style-type: none"> • Educated to Degree standard or relevant years of experience in the industry. Appropriate professional accreditation with evidence of intellectual ability i.e. published papers or articles.
	<ul style="list-style-type: none"> • Evidence of continued professional development in areas relevant to this post.
	<ul style="list-style-type: none"> • Broad range of technical OAA qualifications, including at least one at an advanced / technical adviser level.
	<ul style="list-style-type: none"> • Remote Emergency Care First Aid qualification or willingness to undergo training.
	<ul style="list-style-type: none"> • Full Driving Licence with D1 endorsement.

Special Requirements:	<ul style="list-style-type: none"> • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
	<ul style="list-style-type: none"> • A willingness to travel to and work in Coventry when required.
	<ul style="list-style-type: none"> • A willingness to work outside normal hours as required by the needs of the service.

Date Reviewed: November 2021

Updated: November 2021