



# READING BLUE COAT SCHOOL

## VACANCY PROFILE INFORMATION PACK

### HEAD OF OUTDOOR EDUCATION



**Closing date for applications: 18 October 2017 (12.00 noon)**

Interviews will be held during the week of 6 November 2017.

Applications may be submitted by CV or School Support Staff Application Form, which can be downloaded from our website "Vacancies" page [www.rbc.org.uk/vacancies/](http://www.rbc.org.uk/vacancies/)

This should be submitted with your letter of application, by email to [recruitment@rbc.org.uk](mailto:recruitment@rbc.org.uk). You will be required to complete an Application Form if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.



## READING BLUE COAT SCHOOL

### BACKGROUND

Reading Blue Coat School (RBCS) is a leading independent day school with 760 pupils. Boys aged 11 – 18 and girls aged 16 – 18. The School was founded in 1646 by Richard Aldworth, a merchant of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital.

In 1947, Reading Blue Coat School moved to the magnificent 46 acre estate of Holme Park in the Berkshire Thames side village of Sonning, four miles east of Reading, where it remains today. The ethos of the School derives from its Christian foundation and traditions, fostering care and consideration within the community. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The School employs in excess of 160 salaried staff, of whom about 50% are academic staff.

### FACILITIES

The School enjoys excellent facilities and continues to invest in the site.

Key developments over the past five years include;

- the Richard Aldworth Building, a 25-classroom block that provides first-class teaching facilities for a number of major departments including English, Mathematics, Modern Languages, Classics, Geography, Art and a common room for Middle School pupils with views over the sports pitches;
- the Sixth Form Centre;
- a Psychology and Geology Centre;
- a riverside boathouse;
- an IT Centre;
- a Design & Technology Centre;
- a Drama Studio;
- and various other amenities have been completed.

The new buildings add to an already impressive list of facilities including the Sports Complex, the Science Centre, Reception and the Messer Building.

The Governors have further ambitions for the School and we have planning permission for the next phase in our development which will include:

- a new Grounds, Maintenance and Activities Centre;
- a new Performing Arts Centre.

### ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics and French in Year 7, Languages in Year 8 and Science in Year 10.



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Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest.

In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies in Year 10.

In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Government and Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), visiting speakers and the School's own UP (university preparation) programme. Reading Blue Coat School always seeks to stretch and challenge pupils and the School's Learning Support Department ensure that pupils with specific learning needs are supported effectively.

The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment. 2017 academic results were impressive; the A Level results were Blue Coat's best ever with 82.7% achieving A\*-B and at GCSE the School has achieved 90% A\*- B five years running.

Virtually all Year 13 leavers proceed to degree courses at universities of which approximately 70% go to the Russell Group of universities. Each year, four or five students attain places at Oxbridge. In 2017 just under 90% of students achieved places at their preferred university.

### PASTORAL

Pastoral care focused on the individual is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy, and all activities seek to strengthen these values. The house system enables pupils to take part in activities that foster the development of these ideals through music, sport, drama and public speaking.

### SPORT

Reading Blue Coat has an enviable reputation both locally and nationally for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential – physical fitness and skill, teamwork and learning how to win and lose. Sports are coached to a very high level while providing for, and encouraging, those for whom participation rather than excellence is important. Major sports are rowing, rugby, netball, football, cricket, tennis and athletics. Other sports include golf, squash, cross country, climbing, weight training, touch rugby, shooting and archery.

### DRAMA, MUSIC AND THE ARTS

Reading Blue Coat School has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at Reading Blue Coat are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summer time" – an outdoor festival of the arts, and other eclectic events that take place across the year.



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### **CO-CURRICULAR**

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat School offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh, Young Enterprise, Film Club, Archery, Creative Writing and Journalism.

### **COMMUNITY**

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by our founder, Richard Aldworth. Today the School has strong links with the wider community and pupils have many opportunities to engage with the world beyond the School gates. The Sports Leaders programme is particularly popular, as it prepares Sixth Formers to go out into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports. Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools and A Level Philosophy pupils have delivered an introduction to Philosophy in a nearby school. Further afield, the School has an established partnership with a school in Ghana.

Further information is available on the School's website at [www.rbcs.org.uk](http://www.rbcs.org.uk).

Contact for questions about careers at the School and the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU or by email to [recruitment@rbcs.org.uk](mailto:recruitment@rbcs.org.uk)



# READING BLUE COAT SCHOOL

## DEPARTMENT DESCRIPTION

The Head of Outdoor Education supports, facilitates and drives two major activities in the School's co-curricular programme.

### **COMBINED CADET FORCE (CCF)**

The Combined Cadet Force (CCF) covers all three Armed Services – Army, Navy and RAF. Pupils are invited to join one of the Services in Year 9, and again in Year 12 when pupils from other schools join us in the Sixth Form. The CCF is an important component in the School's co-curricular programme that offers significant development opportunities for young people in self-reliance, discipline, leadership and communication skills. Instruction and activities are mainly delivered by committed members of academic staff who volunteer their time, supported by senior Cadets. Additional training and activities are supported by external Service units and organisations.

This part of the role is likely to take up three days per week on average.

### **THE DUKE OF EDINBURGH'S AWARD SCHEME**

The Duke of Edinburgh's Award Scheme (DofE) is a UK charity that makes a difference to young people's lives and prepares them for life and work. Over 275,000 young people per year from every possible background take part in the DofE programme to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability and prove to themselves they can succeed at a serious challenge. The School is a licensed centre approved to run the Scheme. Gold, Silver and Bronze awards are popular and well supported by the pupils.



# READING BLUE COAT SCHOOL

## JOB DESCRIPTION

### HEAD OF OUTDOOR EDUCATION

Line Manager: Assistant Bursar

Will also have reporting relationships to the Headmaster who is the DofE Licence Holder, and the Deputy Head (Pastoral) who has strategic responsibility for Activities; and to the Contingent Commander (CCF) in respect of the CCF.

Department: Bursary

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#### **Main Purpose of the Post**

Is responsible for the management and co-ordination of the Combined Cadet Force (CCF) and the operation of the Duke of Edinburgh's (DofE) Award Scheme.

Will promote a clear vision for the development of the CCF and DofE and is responsible for overseeing all aspects of the School's DofE licence.

Will be responsible for overseeing the organisation, co-ordination and delivery of all matters concerning CCF and DofE within the School, including comprehensive administration of each activity.

Will engender an atmosphere and operate systems which will promote an orderly, purposeful and harmonious environment for those participating in the Schemes and are in keeping with the expectations and ethos of the School as a whole.

The nature of this role requires the job holder to work at times outside the normal formal teaching hours of the school. This will include evenings, weekends and certain school holiday periods.

#### **Main Duties and Responsibilities:**

##### **Combined Cadet Force**

- To support the Contingent Commander (CC) in running the CCF.
- To administer the CCF.
- To organise and support the delivery of safe training to all three sections of the CCF, including the Royal Navy (RN), Army & Royal Air Force (RAF).
- Motivate staff and cadets to develop their own military and adventurous training skills to the highest possible standards through internal training; attending courses provided by the various Services.
- Maintain training records on individuals; using the National Cadet Databases (Westminster and Bader) to coordinate and plan consistent progress across all aspects of the training process.
- Maintain environments and equipment to a standard that facilitates the efficient training of individuals in the CCF.





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- Carry out general administration and maintenance duties, ensuring the efficient day to day running of the CCF to include:
  - i. Security
  - ii. Training courses
  - iii. Officer & Cadet records on Westminster & Bader
  - iv. Transport, ration, ammunition, weapon, clothing and equipment requests
  - v. Training programmes for all three Sections
  - vi. Off-site CCF training activities including camps, courses, exercises and adventurous training
  - vii. Weapon register and repair logs
- Maintain the clothing stores of all three Sections by processing:
  - i. Issue and exchange of cadet uniform during school hours
  - ii. Orders for new clothing
  - iii. Maintenance of clothing store rooms
  - iv. Keep store items to a minimum
- Act as liaison officer with sponsor unit and the local Cadet Training Team.
- As directed by the CC; plan and deliver military and adventurous instruction and training to CCF Staff and Cadets including mandatory safety tests.
- Liaise with NCOs on matters of instruction, discipline and training.
- Assist in the delivery of shooting at all levels including staffing of the Shooting activity.
- Provide instructional support to all three Sections as part of standard CCF Sessions.
- With the CC, prepare the Contingent for its Annual Review and Biennial Inspection events and other public parades such as Remembrance Day and Armed Forces Day.
- Range Management: Act as range warden ensuring cleanliness, serviceability, maintenance and record keeping of the outdoor rifle range-
- Attend, organise and assist with dinners and parades.
- Attend all meetings and conferences as required.
- Oversee repairs to CCF buildings, grounds, stores and equipment

### **Duke of Edinburgh's Award Scheme**

#### **Leadership and Management**

- Lead the DofE team of Bronze Co-ordinator, Assistant Bronze Co-ordinator and Administration Assistant well as any staff allocated to the DofE team to deliver designated Activities sessions.
- Play a full and active role in all DofE expeditions.



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- Establish procedures for monitoring and recording the progress of pupils undertaking the Award and ensure that regular monitoring is taking place so all paperwork, including route cards and planning documents, is up to the standard required for a DofE licensed centre.
- To communicate with parents as appropriate oversee all matters relating to DofE and to deal with complaints and queries in an efficient manner.
- Lead the Silver and Gold sections of the Scheme and ensure that schemes of work are reviewed annually across all sections including Bronze.
- To carry out administration and setup associated with expeditions (e.g. navigation days, practice and actual weekend expeditions).
- Co-ordinate the resources for DofE sessions in Activities including centralized store of all resources.
- Liaise with the Second Master regarding arrangements for expeditions and ensure that there are not clashes between DofE and fixtures or other activities.
- Ensure the delivery of high quality programmes and identify opportunities for increased participation.
- Use "eDofE" (the online DofE management system) to support the delivery and management of DofE within the School and to actively manage DofE groups.
- Attend at least one meeting/event organised by your DofE Regional/Country Office per year to keep up to date with DofE developments.

### **Staffing**

- Liaise with the Deputy Heads and Head of Activities in the selection of DofE staff.
- Approve the appointment of Leaders, Instructors, Supervisors and Assessors and ensure they have access to appropriate training/qualifications for their role.
- Monitor the first aid qualifications and BELA (*Basic Expedition Leadership Award*) awards so that all expeditions are staffed in accordance with regulations.
- Support the induction and training of new staff to the DofE Scheme including "eDofE".
- If required liaise with any outsourcing organisations to arrange DofE expeditions e.g. Expedition Wales.
- Run an active volunteer recruitment programme to find staff willing to help with DofE.

### **Promotion and Events**

- Ensure that DofE has a high profile around the School in order to encourage the recruitment of students to the Scheme.
- Attend events to promote DofE wherever possible and to act as a figurehead and leader for the Scheme.
- Represent DofE on Open Days, Open Evenings and at other school functions and work to promote DofE as one of the key co-curricular activities at the School as guided by the Director of Admissions and Marketing, and the Head of Activities.
- Arrange suitable opportunities to celebrate young people's DofE achievements and issue badges and certificates on completion of Awards.
- Produce publicity materials for publications for internal and external use and to ensure that reports of expeditions are produced promptly for publicity and for the Aldworthian school magazine.





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### **Outdoor Training Co-ordinator**

- Organise and deliver Year 7 Wilderness Training: currently two lessons per week during which boys receive instruction in camping and survival techniques.
- Organise and deliver Year 8 Wilderness Training: currently two lessons per week during which the boys will receive skills training in areas agreed with Head of Activities. The activities are likely to be things such as camp-craft, survival skills, shooting on the range and navigation.
- Activities Week: assist the Deputy Head (Pastoral) in the organisation and delivery of the activities during this week.
- Assist with Primary School Taster Day Activities for Year 5's visiting the School which are based on skill building games and leadership.

### **Additional duties**

- To act professionally and with good conduct at all times.
- Encourage positive attitudes to the School and learning, and foster high academic and personal aspirations among students.
- Promote equality and enable the educational and social inclusion for all participants.
- The post holder is responsible for promoting and safeguarding the welfare of pupils at the school.
- The post holder is responsible for using technical and operational knowledge to ensure a safe environment.
- Perform any other reasonable task required within the limits of capability.

*Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.*



# READING BLUE COAT SCHOOL

## PERSON SPECIFICATION

### HEAD OF OUTDOOR EDUCATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

#### Essential

- Full driving licence with D1 category.
- Maintain endorsement by the MOD as an SSI (School Staff Instructor).
- Military / CFAF service to at least SNCO level.
- BELA Award or Walking Group Leader.
- Small bore Range Qualified.
- First Aid trained.
- Proven record in leadership and management.
- Good communicator with all age groups.
- Clear and concise writing style.
- Excellent organisational and planning ability.
- Effective staff management skills
- An effective motivator.
- Ability to work collaboratively with others.
- Manage workload, time and deadlines effectively.
- Able to develop, implement and monitor plans.
- Able to identify training, resources and other needs.
- Self-driven with a flexible approach.
- High personal integrity.
- A respected and effective decision maker.
- Committed to ensuring high standards of work.
- Commitment to CCF and DofE guiding principles.
- Mentally and physically fit.
- IT literate.
- Committed to the School and the development of young people.

#### Desirable

- Will ideally be an ex-Regular or ex-Reservist in the military, very likely a senior Non-Commissioned Officer or Commissioned Officer with the relevant competences.
- Ideally will have experience of working with young people, through prior experience in a Cadet Training Team, a military outreach or a Cadet organisation. Will appreciate the differences between training CCF cadets compared to other military personnel and understand the particular challenges facing CCF cadets
- Degree level qualification
- Mountain Leader Award
- Some experience of running or working on DofE programmes.
- DofE Expedition Assessor award
- Staff or volunteer management.
- Knowledge of issues affecting young people.
- Hold a current FMT600 with minibus endorsement and/or a current MiDAS assessment



## READING BLUE COAT SCHOOL

### **SUMMARY TERMS & CONDITIONS OF EMPLOYMENT AND BENEFITS**

- **Contract Status:** Permanent contract. Preferred start date of 11 December 2017.  
The SSI element of the post is a uniformed role.
- **Salary:** c. £34,000 dependent upon experience and qualifications.  
Plus an allowance of up to £3,527 per annum (£69.17 per day x 51 training days) paid by the Army for SSI weekend training activities. These days are voluntary and undertaken at the choice of the job holder.  
Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.
- **Place of Work:** Reading Blue Coat School, Sonning on Thames, Berkshire
- **Working hours:** 37.5 hours per week. From 08:30 to 16:30, Monday to Friday, with 30 minute unpaid meal break.  
Some weekend working (up to 6 weekends per annum) may be required for D of E activities. Compensating weekday time off in lieu will be given for these, which should be scheduled and authorised in advance. Time off in lieu is not given for Paid Training Days (PTDs) from the Army which the job holder chooses to undertake for weekend training activities.
- **Leave entitlement:** Your holiday entitlement is 6.6 weeks (i.e. 33 days) per annum (pro rata to contracted period of service in year of commencement/leaving), and inclusive of public and bank holidays. Holiday cannot be taken during term time, CCF training periods or camps.  
Holiday year runs from 1 April to 31 March annually.
- **Pension:** A contributory employer's pension scheme is available (5% employee contribution; 8% employer contribution)
- **Meals:** Lunch and refreshments are provided free by the School.
- **Parking:** Free Car parking is available on site.
- **Child Care:** Tax free Child Care vouchers are offered by salary sacrifice to assist with child care costs.
- **Discounts:** Reduction in RBCS school fees for employees' children offered after 6 months service.
  - 50% reduction for all full time staff, pro-rated for part time staff
  - Fees (from 1 September 2017) are currently £5,373 per term
- **Sports facilities** Free membership of the School Sports Centre with access to fully equipped gym and swimming pool



# READING BLUE COAT SCHOOL

## POLICY STATEMENT

### CHILD PROTECTION

- Reading Blue Coat School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This post may involve unsupervised contact with children and young people.
- The successful candidate will be required to undertake the Disclosure & Barring Service (DBS) enhanced criminal records clearance process.

### Interview

- The selection process will test and assess the above issues. As required by regulation, the interview will be based on;
  - 'competency questioning',
  - and where appropriate will address: the candidate's attitude towards children and young people;
  - his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
  - gaps in his/her employment history;
  - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- In addition to the candidates' ability to perform the duties of the post, the interview will also explore related issues including:
  - motivation to work with children and young people;
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people;
  - emotional resilience in working with challenging behaviours;
  - Attitudes to use of authority and maintaining discipline.

### Recruitment, selection and disclosure policy and procedure

- Candidates are advised to read the School's policy on recruitment, selection and disclosure before submitting an application for employment. This can be downloaded on the School website, "Vacancies" page.