**Role and Position in the Organisation**

The Outdoor Education (OE) and Award Coordinator reports directly to the Secondary Principal. The Outdoor Education (OE) and Award Coordinator also liaises with the Leader of Learning Primary Physical Education (PE) and Head of Faculty Secondary PE.

Allowance: B Time allowance: approximately 20% teaching time and Tutorial

**Major Role**: To provide professional leadership and management of the Outdoor Education(OE) and

International Award Programme (IA) across the Secondary school campus in order to secure quality opportunities for the students so they develop as independent learners outside the classroom environment on a journey of personal discovery and adventure.

The Coordinator has responsibility for:

* key developments in the OE and IA Programmes ensuring the programme Criteria are met
* ensuring that the opportunities offered are accessible to all students
* coordinating and providing support for staff who supervise students during the International Award Programme and other outdoor adventurous activities.

**Responsibilities, by area:**

**Goal I: We focus on continually improving learning**

**Strategic Area 1: Learning and Teaching: The coordinator will**

* adhere to the school’s Professional Standards for Teaching and Learning
* co-ordinate a team of International Award staff who will support students and help them to

- identify personal and social goals

- develop students’ powers of reflection

- support students in the 4 aspects of the Award Programme

- read and respond to log book

* ensure there is a range of opportunities available to students for each component of the IA Programme; Service, Skill, Expedition, Physical
* proactively seek to develop independent learners who are aware of the aims of the IA programme
* produce a timeline for students showing key dates and deadlines
* maintain student records as required by the school and International Award Organisation including the online record book (ORB)
* ensure that students are prepared for the challenges they will face during their IA and Outdoor education activities

**Strategic Area 2: Professional: The coordinator will**

* keep abreast of current practice and developments in OE and up-to-date qualifications
* attend all compulsory Continuing Professional Development (CPD) sessions linked to child safeguarding, first aid, EAL and Learning Support
* work closely with the Assistant Principal Professional Learning to ensure CPD opportunities and in relation to recruiting staff and experts
* provide leadership for staff involved in the OE and IA programmes
* provide any training and support for staff assisting or leading OE and IA programmes
* provide guidance regarding any documentation that needs to be completed for IA visits

**Strategic Area 3: Culture and Communication: The coordinator will**

* liaise closely with the Extra Curricular Activities team and Leader of Learning PE Primary and Head of Faculty PE Secondary in relation to the delivery of OE opportunities and the IA Programme
* ensure that staff, parents and students are kept informed about OE and IA activities and initiatives through documentation and publications
* publicise achievements and promote the OE and IA programme across the school and within the outside community
* contact outside individuals and agencies to help develop opportunities for students
* communicate on a regular basis to students, parents and staff issues related to child safeguarding in order to promote a safe environment for all students

**Goal II: We align our structures, policies and practices to support learning**

**Strategic Area 1: Policy and Planning: The coordinator will**

* in relation to International Award policy and protocols and ensure that the information is included in the relevant handbooks and other literature
* plan the OE and IA calendar liaising closely with key staff
* produce an annual development plan for OE and IA with support from the Secondary Principal
* understand and adhere to the child safeguarding policy, code of conduct and methods for reporting a concern

**Strategic Area 2: Finance and Resources: The coordinator will**

* plan and manage the annual OE and IA budget with guidance from the Secondary Principal
* plan individual budgets for trips
* assist with the budget process for staff who are running OE and IA trips

**Strategic Area 3: Admissions: The coordinator will**

* ensure new students transfer smoothly into OE and IA programmes

**Strategic Area 4: Health and Safety: The coordinator will**

* keep a watching brief on health and safety matters and be proactive in reporting any perceived risks
* monitor the performance of external providers including child safeguarding measure and provide recommendations regarding future employment
* co-ordinate the inspection of potential sites for activities, expeditions and residential visits and produce report that includes Risk Assessment, matched opportunities to potential students age/experience level and subsequent recommendations
* assess existing and potential external instructors and organisations and keep reports on their suitability
* ensure that risk assessments are completed for any OA and IA trips that are arranged through school

**Strategic Area 5: Facilities: The coordinator will**

* maintain the office and storage area
* check and store equipment appropriately
* use all facilities appropriately and to report any maintenance issues to the relevant personnel

These duties will be developed into short and longer-term targets/objectives in consultation with the post holder.