



JOB DESCRIPTION

Post Title:	Lead Professional for Learning Outside the Classroom
Purpose:	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated outdoor curriculum for pupils and to support the designated curriculum area as appropriate.• To monitor and support the overall progress and development of pupils.• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.• To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.
Reporting to:	Principal/Deputy Principal/Assistant Principal
Responsible for:	Ensuring that <u>all</u> pupils have access to frequent, continuous and progressive learning outside the classroom.
Liaising with:	The Executive Principal/Principal/Head of School/Deputy and Assistant Principals, teaching/support staff, external agencies and parent/carers.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Operational/Strategic Planning	<ul style="list-style-type: none">• To assist in the design and delivery of appropriate outdoor learning plans, resources and project structuring in response to the needs of the pupils.• To contribute to the Academy's strategic development plan and its implementation.• To plan and prepare projects and lessons.• To actively seek funding opportunities to support Learning Outside the Classroom.
Curriculum provision	<ul style="list-style-type: none">• To assist the Principal/Assistant Principal to ensure that Learning Outside the Classroom provides a range of teaching that complement the Trust's

strategic objectives.

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| Curriculum development: | <ul style="list-style-type: none">• To assist in the process of curriculum development and change in outdoor learning so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives. |
| Staff development: | <ul style="list-style-type: none">• To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.• To continue personal development in the relevant areas including subject knowledge and outdoor teaching methods. |
| Recruitment/deployment of staff: | <ul style="list-style-type: none">• To ensure the effective/efficient deployment of teaching/support assistants.• To work as a member of a designated team and to contribute positively to effective working relations with the Trust. |
| Quality Assurance: | <ul style="list-style-type: none">• To help implement the Trust's quality procedures for outdoor learning and adhere to them.• To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.• To seek/implement modification and improvement where required.• To review from time to time methods of outdoor teaching and programmes of work.• To take part, as may be required, in the review, development and management of activities relating to the outdoor curriculum, organisation and pastoral functions of the Academy. |
| Management information: | <ul style="list-style-type: none">• To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system.• To complete the relevant documentation to assist in the tracking of pupils.• To track pupil progress and use information to inform outdoor teaching and learning. |
| Communications: | <ul style="list-style-type: none">• To actively seek parental engagement and keep parents up to date with LOtC development and activities.• To communicate and cooperate with external support and advice to further develop good practice.• To follow agreed policies for communications in the Trust. |
| Marketing and liaison: | <ul style="list-style-type: none">• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days |

and liaison events with partner Academies.

- To contribute to the development of effective outdoor subject links with external agencies and other schools.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Principal/Deputy Principal to identify resource needs and to contribute to the efficient/effective use of physical resources to support outdoor learning.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy and the pupils.
- To make full, innovative and imaginative use of school grounds.
- To regularly use the surrounding area and local community to facilitate LOtC.
- To foster strong links with the local community including parents, families and other schools.
- Aim to widen the LOtC available by forging strong links with local businesses and other organisations.

Pastoral system:

- To promote the general progress and well-being of individual pupils.
- To liaise with the SENCo/Principal to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.

Teaching

- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure high quality outdoor learning experiences for pupils.
- To use a variety of delivery methods that will stimulate outdoor learning appropriate to pupil needs.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour and standards of work.
- To undertake assessment of pupils as requested by

external examination bodies, departmental, year and Trust procedures as required.

- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils.

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in details. Where broad headings have been used, all associated duties are naturally included in the job description.