

JOB DESCRIPTION



POST: HEAD OF OUTDOOR EDUCATION AND ENRICHMENT

At Dixons McMillan we fully believe in an uncompromised curriculum which involves providing our scholars with wide and varied opportunities and competitions beyond the formal curriculum. Whilst these activities are vital to prepare scholars for climbing their mountain to university or a real alternative they do present different challenges to the staff leading these sessions and require scholars to be both independent and resilient. This role will ensure that staff and scholars are safe and secure to take part in these activities. All roles in the academy are united in their common purpose to serve scholars to make outstanding progress in every dimension of academy life.

Purpose

To serve scholars and teachers at Dixons McMillan to ensure that all teachers are highly effective in their role and scholar progress is maximised.

To be accountable to the Vice Principal for:

- The risk assessments of all visits
- Training and development of staff in leading and supervising visits beyond the formal curriculum
- Championing a range of activities beyond the traditional subjects
- Effective and smooth running of the academy's House system

Education Visits

- To ensure that all educational visits leaving the academy are safe and appropriately risk assessed at least one week before the visit to allow time for adjustment and amendments to meet the needs of scholars and staff
- Maintain the visits spreadsheet and file at reception to ensure there is a physical and electronic paper trail of visits that have left the building
- Support staff as needed on completing the visits paperwork and have a developing understanding of how to risk assess and strategies that mitigate the risks
- With the support of the Vice Principal Lead the compulsory residentials in the academy to ensure that all scholars can access these and that they embed and reinforce the academy's drivers and values
- Ensure that academy's policies and documentation are up to date and reflect legal requirements

House System

- Ensure that there are regular house events and house competitions to ensure scholars develop a healthy competitive spirit and skills beyond the formal taught curriculum
- Create a positive buzz about the house system at DMA with both staff and scholars
- Work with the Head of School of PE to ensure the academy has time to develop house sporting activities
- Appoint, lead and train Heads of Houses from our scholar body through a democratic process

Speakers and Visitors

- Promote the use of appropriate, safe and well qualified visitors to the academy across the curriculum
- Ensure the visitors and speakers log is maintained, reviewed and evaluated

Electives and Enrichment Sessions

- Support the work of the Assistant Vice Principal (Curriculum & Data) in developing a wide range of opportunities outside the formal curriculum and ensure the academy's electives and enrichments matches that of some of the best schools in the country
- Support staff with the planning and delivering enrichment sessions and opportunities for scholars to leave the academy highly employable and fully ready to lead a happy and successful life

Duke of Edinburgh

- QA the work of Duke of Edinburgh leaders and assessors
- Co-ordinate the work of the Duke of Edinburgh team in order to ensure we have maximum uptake and to ensure the scholars are safe at all times