HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
Email: enquiries@hswv.co.uk
NOR 1765 SIXTH FORM 366

OUTDOOR EDUCATION ASSISTANT
Required for October 2026
NJC Grade 4 (starting at £13.69 per hour, pending 3.3% Pay Award)
Casual (non-contracted) hours

We wish to appoint an enthusiastic individual to support the school's outdoor education programme, helping to lead student activity days and expeditions for the Duke of Edinburgh (D of E) Award Scheme.

The successful candidate will have experience of participating in outdoor education activities and will act as a role model to students, setting high expectations at all times.

Working hours are ad hoc.

As a department we offer:

- Experienced and supportive colleagues
- A creative and collaborative working environment
- A dedicated Outdoor Activity Centre in Llandrinio
- A wide range of extra-curricular opportunities

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

How to Apply

Please download a copy of the school's Support Staff Application Form from our website (https://hswv.co.uk/support-staff-vacancies) and return by email to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mrs J Brickwood: Assistant Headteacher, Head of PE and Performing Arts Learning School – jbrickwood@hswv.co.uk.

Closing date: Monday 14th September 2026 at 9am
Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people
This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: https://www.lykos.org.uk/our-trust

HIGHFIELDS SCHOOL

Job Description

Post Title: **Outdoor Education Assistant**

Purpose: To support the school's Outdoor Education programme.

Reporting to: D of E Manager

Responsible for: N/A

Liaising with: D of E Manager, Students

Working Time: Non-Contracted (Casual) Hours

Salary/Grade: Grade 4

Disclosure level: Enhanced

Outdoor Education

- Support the outdoor education programme across the school.
- Support students taking part in the Duke of Edinburgh Award, including leading practice and assessed expeditions.
- Assist with student activity days at Llandrinio.
- Support with extra-curricular and engagement opportunities across the school.
- Establish and maintain a strong presence and be a positive role model for all students.

Contribute to the School

- To play a full part in the life of the school community, to support its distinctive mission and ethos and encourage students to follow this example.
- Comply with and assist with the development of policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data Protection.
- Recognise personal strengths and areas of expertise and use these to advise and support others.

Other Specific Duties

- To undertake relevant training to enhance personal development and use this to benefit students' learning and the school.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employer who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....
Headteacher

Signed: ..... Date: .....
Member of staff

HIGHFIELDS SCHOOL

OUTDOOR EDUCATION ASSISTANT
PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 Maths and English	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with or caring for children		✓
Experience of working in an education environment		✓
Experience of participating in outdoor education activities e.g. D of E expeditions	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Working knowledge of school procedures		✓
Understanding of health and safety, particularly in relation to outdoor education	✓	
Effective communication skills	✓	
Ability to use own initiative appropriately	✓	
Ability to motivate students to achieve	✓	
Good time management/organisational skills	✓	
Work constructively as part of a team	✓	
Flexible and adaptable approach to people and situations	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to safeguarding and promoting the welfare of children	✓	
Personal presence and high expectations	✓	
Committed, dedicated and approachable	✓	

June 2026

OTHER	ESSENTIAL	DESIRABLE
Positive outlook and strong work ethic	✓	
Flexibility in working hours, including availability for overnight expeditions as required	✓	