

## OUR VALUES

We enrich through a broad and varied curriculum

## Job Description

<b>Job Title</b>	Educational Visits Coordinator (EVC)
<b>Line Manager</b>	Director of Finance and Operations (DFO)
<b>Department</b>	Administration

### Job Summary

The Educational Visits Coordinator (EVC) reports to the Director of Finance and Operations (DFO) and acts as a champion for all aspects of educational visits and outdoor learning. This is a key role to support/oversee trip planning so that well considered and prepared arrangements lead to well-managed, engaging, relevant, enjoyable and memorable visits. The postholder provides consistently high levels of customer service and guides the working practice of colleagues leading visits.

### Main Responsibilities

#### Relationships:

- Ensure strong and collaborative relationships with trip leaders.
- Work closely with the Assistant EVC on all matters relating to trips and visits.
- Liaise with the Wellbeing team to ensure pupils' needs are met on trips and visits.
- Develop excellent relations with external trip providers and other key stakeholders.
- Work closely with the Finance team to ensure accurate financial management of trips.
- Line management of the Activities, Service and DofE Scheme Award Manager.

#### Trip management:

- Ensure good practice in the provision of visits and outdoor learning in line with all [OEAP National Guidance](#).
- Support the Head in ensuring that the school fulfils its duty of care and complies with legal requirements regarding outdoor learning and off-site visits both in the UK and overseas.
- Ensure trips and educational visits are adequately risk assessed and safe to proceed.
- Challenge colleagues across all curriculum areas to use visits and outdoor learning effectively in order to provide a wide range of outcomes for pupils.
- Provide advice and support to trip leaders and staff for trips and visits in the UK and overseas.
- Mentor trip leaders and aspirant leaders, supporting their ongoing development and training.
- Ensure that trip leaders are competent to lead the activities/visits to which they are assigned.
- Ensure Disclosure and Barring Service (DBS) checks are in place as necessary.
- Support trip leaders to ensure that parents/carers are fully informed about visits, and to obtain parental consent as necessary.
- Ensure that emergency arrangements are sufficient, and emergency contacts are obtained.
- Monitor provision to ensure good practice and compliance, and to identify any training needs.
- Ensure that planning complies with School policies and procedures, and arrangements are submitted for approval within agreed timescales.

- Lead on the organising of the annual Activities Week programme.
- Support the Head in approval decisions so that all those with responsibility have the competence to fulfil their roles.
- Ensure that all activity is reviewed and evaluated, that good practice is shared, and that any issues are followed up.
- Keep the Head informed about visits and outdoor learning taking place and their contribution to the School's effectiveness.
- Keep current with legislation and best practice pertaining to educational visits and advise the Head, trip leaders and the governing board.

#### **Administration:**

- Ensure relevant information is gathered/checked, including passports, visas, pupil data forms.
- Collection of all trip payments using WISEPAY, ensuring a loss is not made.
- Liaising with parents on trip matters, including chasing late payments.
- Liaise with trip leaders to ensure the input of information onto EVOLVE in a timely manner.
- Monitor EVOLVE visits/trips data to ensure they are up to date and accurate.
- Keep records of individual visits including reports of accidents and near-misses.
- Undertake all administration relating to trips/visits and Activities Week, ensuring accurate records are kept, including debriefs identifying successes and areas to learn for future trips.
- Oversee the coordination of students' journey through Duke of Edinburgh.
- Support the School's preparedness for ISI inspections in relation to all co-curricular activities.

#### **Continuing Professional Development:**

- Engaging in EVC revalidation training every 3 years.
- Reappraising performance and being aware of current best practice and legislation.
- Engaging actively in the performance review process, and training and development opportunities available.

#### **General:**

- Implement and review School policies pertinent to all areas of responsibility, and to support and uphold the School's policies generally.
- The EVC will be required to attend several School activities outside of normal working hours, including weekend Open Days and some evening School events.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

#### **Safeguarding Children**

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with Tornead's Safeguarding Policy at all times. If, in the course of carrying out their duties, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with Tornead's policies and procedures.

#### **Key Relationships**

**Internal:** DFO, Head, Assistant EVC, Wellbeing, Finance, trip leaders, DofE Manager, pupils, parents  
**External:** Outdoor Education Adviser, external trip providers, prospective parents and pupils

<b>Person Specification – EVC</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>● Current OEAP approved EVC training, or a willingness to undertake this training</li> <li>● A good standard of general education (A Level or equivalent)</li> <li>● Evidence of continuing and relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>● OEAP approved and EVC trained</li> <li>● Lead in Outdoor Learning (Level 3)</li> <li>● Educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Previous experience as an EVC and/or trip leader</li> <li>● Experience of facilitating co-curricular activities</li> <li>● Experience of mentoring/guiding the working practice of others</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with budgets</li> <li>● Experience of Duke of Edinburgh expeditions</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>● Commitment to providing consistently high levels of customer service</li> <li>● Knowledge and understanding of and commitment to safeguarding</li> <li>● Knowledge and understanding of data protection and a commitment to maintaining confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of relevant polices and codes of practice relating to relevant legislation</li> <li>● Knowledge and understanding of and a commitment to safeguarding, equal opportunities and health and safety</li> <li>● An understanding of the independent school sector</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>● Excellent communication skills</li> <li>● Excellent organisation and sound administrative skills</li> <li>● Sound ICT skills – proficient use of MS Office, databases and MIS</li> <li>● Ability to function within a budget, including planning, recording and reviewing expenditure</li> <li>● A positive, flexible attitude and the ability to analyse and evaluate to provide appropriate solutions</li> <li>● Flexibility, adaptability, calmness under pressure and responsiveness to a changing environment</li> <li>● Independent work ethic, coupled with team collaboration</li> </ul>	<ul style="list-style-type: none"> <li>● Record keeping and reporting</li> <li>● Excellent attention to detail with an ability to problem solve</li> <li>● Inquisitive, collaborative and thorough</li> <li>● Good financial awareness and business acumen</li> </ul>