**Head of Outdoor Education**

To coordinate field trips and outdoor education experiences for students at both SIS campuses and for any visiting groups as well as being part of the SIS, Khao Yai, teaching staff

**Tasks and Responsibilities**

* Coordinate the visits of all groups who stay at the Khao Yai campus for outdoor activities or sporting events
* Plan appropriate programmes of outdoor activities for all groups, as required, usually in liaison with teachers or managers of the group;
* Research local activities and experiences according to client needs
* Work closely with SIS staff to develop programmes and initiatives to enhance student learning
* Teach as and when required, or carry out other duties as directed by the Head of Campus, when not involved in outdoor education activities or on holiday
* Encourage and support staff in integrating relevant outdoor education opportunities into their schemes of work
* Plan and coordinate a summer camp at Khao Yai
* Be present at parent meetings to answer any relevant questions and to promote and present aspects of the outdoor education programme
* Lead staff inset on a regular basis on issues relating to outdoor education
* Advertise the visiting groups programme effectively on school website and through other media to attract visiting groups from outside the SIS community
* Visit schools as and when required to present to staff on available programmes
* Keep professional qualifications up to date
* Purchase, check, maintain, and set up all relevant equipment and resources.
* Review programmes regularly to ensure relevance, continuity and freshness
* Be the primary liaison for all visiting groups
* Ensure that accommodation, travel, catering and, where appropriate, programmes of activities are arranged for all visiting groups
* Ensure that students and staff safety are of the highest priority on all outdoor education activities through the design and implementation of effective communication of appropriate risk assessment and control measures
* Ensure that all  visiting groups behave appropriately, and according to school guidelines, when on school premises
* Ensure effective communication with staff, students and parents at all times
* Ensure that all proper financial procedures are followed at all times
* Ensure that the Head of Campus and Principal are kept fully informed of the programmes that are planned especially in relation to potential clashes with school activities
* With the Head of Campus and Assistant School Manager, recruit a bank of temporary staff to support visiting groups.

The nature of the role necessitates evening and weekend work as well as work during normal school holidays. It is expected that the successful candidate will take holidays at times which do not impact on his/her role.

**Candidate profile**

The successful candidate will:

* Fluent in English (a working knowledge of Thai would be an advantage, but is not necessary)
* be energetic and enthusiastic
* have excellent communication and organisational skills
* be an effective role model for staff and students
* be experienced and qualified in outdoor education.
* have a teaching background at either Primary or Secondary level or as an ESL teacher