



Outdoor Education and Sport Assistant

Application Pack

Contract: Permanent part-time.
Start date: September 2025
Closing date: [time and date]

Early applications are advised as Concord College reserves the right to appoint at any stage during the application process.

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.



Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

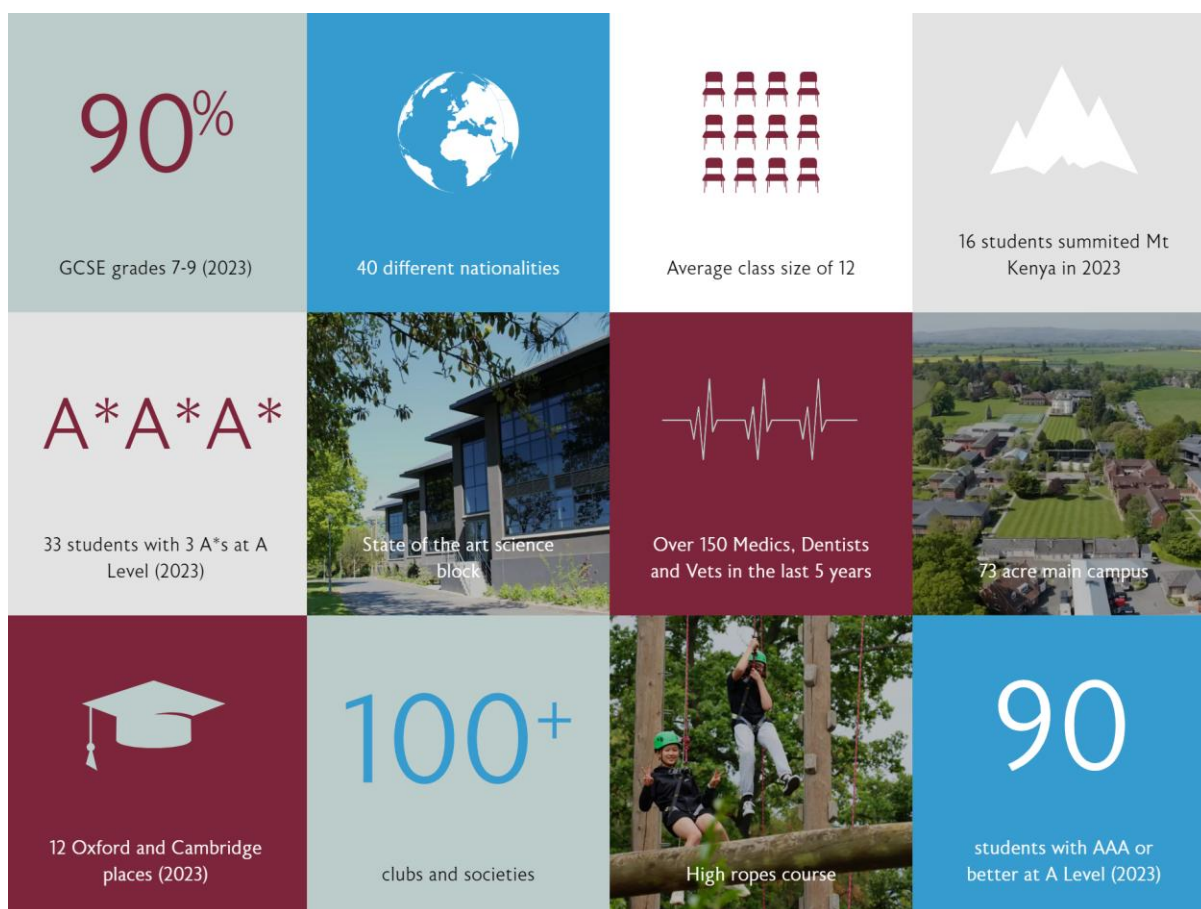
Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*
Principal of Concord College

Introduction to Concord College

Concord College is a highly academic independent international school in England for boarding and day students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977 Concord accepted girls for the first time. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities and utterly outstanding outcomes for its students.



".. for bright sparks with drive and determination, there's nowhere quite like it"

– Good Schools Guide

"Those who want to learn with a global outlook and an international community will be in heaven here."

- Muddy Stilettos

About the role

The Outdoor Education and Sports Assistant plays a supportive role in developing, promoting and delivering the Outdoor Education Programme, including the delivery of Outdoor Education sessions, residentials and the Duke of Edinburgh award. The role ensures that the Duke of Edinburgh scheme is operated in accordance with the terms of licence agreement and support the scheme's mission. In addition, the role will support with extra-curricular sporting events, including Wednesday afternoon sports programme, trips and outdoor activities.

About the Outdoor Education programme

The Outdoor Education programme has been a thriving and fundamental aspect of our curriculum at Concord College for the last 20 years. Concord College has superb natural resources located close by, including the Shropshire Hills AONB and the River Severn.

The Head of Outdoor Education works closely with other members of our staff with experience and responsibility for aspects of our outdoor education programme including residentials and the Duke of Edinburgh Award. The College has experienced and qualified outdoor practitioners within our staff who contribute to the programme.

The aim of the programme is to promote a healthy, lifelong relationship with the outdoors and outdoor adventurous pursuits developing students' personal and social skills through their experiences. Outdoor Education is used as a tool to challenge our students and develop their self-confidence to empower them to face new situations with confidence and build resilience with lateral thinking skills which they are able to apply to their academic studies and future life.

All students are expected to be involved in some aspects of the Outdoor Education programme through induction activities on our extensive high ropes course facility, and year group outdoor education residential experiences. Each year group participates in a compulsory residential or outdoor pursuits experience building on their existing skills, introducing students to new sports and allowing them to experience new locations in the UK.

Our Lower School pupils also benefit from additional outdoor pursuit activities on Wednesday afternoons and twilight sessions. At present these include rock climbing, mountain biking, hill walking, canoeing and high ropes courses. There are also voluntary outdoor pursuits opportunities and overseas cross-curricular residential experiences which students can participate in during their extra-curricular and vacation time.

Duke of Edinburgh Award

Concord College is a licensed provider of the Duke Edinburgh Award and our students can opt to work through the Award from Bronze to Silver and Gold during their time at Concord, with training sessions, navigation workshops and ventures to fully develop their skills before embarking on expedition.

Bronze Award participants attend a twilight training session each week equipping them with a variety of campcraft and navigation skills and participate in navigation training day walks before completing both a practice and qualifying two-day, one night venture to pass their expedition section of the Bronze Award. They also receive support from their group leaders to update their logs and record their progress.

Silver Award and Gold Award participants have similar support through training days and weekends working towards completing their expeditions in progressively more challenging environments.

Facilities for Outdoor Education

Facilities on campus include a fixed orienteering course, outdoor climbing wall, an 8-element developmental high ropes course, an indoor swimming pool and dedicated outdoor pursuits buildings, in addition to our extensive grounds. The College also has specialist equipment and PPE for rock climbing, mountain biking, high ropes and canoe /kayak sessions.

Main duties and responsibilities

The Outdoor Education and Sports Assistant will:

- Organise, accompany and lead a minimum of one Outdoor Education residential each academic year, involving one whole year group.
- Teach and lead Outdoor Education sessions during termtime (including some weekends)
- Assist the Sports Department in the running of the Wednesday afternoon Sports Programme
- Prepare and instruct sessions for outdoor courses within their specialism
- Undertake and record practical skill assessments within their area of expertise
- Provide practical, administrative and technical support for staff and students on all outdoor, Duke of Edinburgh, and enrichment activities in line with College policy and objectives.

The key areas of responsibility for this role are:

- Provide practical, administrative and technical support for staff and students on all Outdoor Education and Duke of Edinburgh courses and related enrichment in line with cocurricular programmes.
- Lead and instruct classes of students to ensure successful practical learning in outdoor or environmental education.
- To lead support for designated groups of students to enable high-quality learning. Leading elements of residential and outdoor activities for Duke of Edinburgh under the direction of the Head of Outdoor Education.
- Carry out risk assessments of activities effectively.
- Manage equipment, materials and resources including base areas, stores and display (e.g. HSE equipment logs, minor repairs to non-HSE equipment such as tents, removal of equipment no longer fit for purpose and ordering of replacements).
- Drive and load minibuses.
- Effectively promote Outdoor Education and Duke of Edinburgh provision, in line with College initiatives.
- Ensure high quality resources are prepared and available for learning.
- Provide effective organisational support for events where required.
- Provide effective administrative support related to your role, for example recording student progress on the E-DoE system 2 or NICAS.
- Provide specialist support related to your skill base, for example this might include first aid or kayaking.
- Supervising students whilst travelling to and from and during, fixtures and off-campus coaching sessions.
- Driving students to and from fixtures, events and off-campus coaching sessions.
- Organising sports notice boards, team sheets and reports.
- Deliver or coach an afternoon sports session within your specialism (Wednesday afternoons during term time).
- Undertake health and safety assessments of facilities and resources and be a first level first aider.

General and College Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager.

Person Specification

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

Criteria	Essential	Desirable
Qualifications	<p>Full and clean driving licence and willing to drive minibuses and to gain D Licence within 6 months of appointment (if applicable).</p> <p>Suitable to work within a school environment in the presence of children and young and to act accordingly.</p> <p>First aid qualifications or willingness to work towards one.</p> <p>Outdoor first aid qualification or willingness to work towards one.</p> <p>To hold or be prepared to work towards: Mountain Leader (summer) Hill Walking qualification.</p> <p>Competent in SUP, Canoe and/or kayak.</p> <p>An experienced and competent rock climber. Hold a climbing wall award or above.</p> <p>Relevant experience or coaching qualifications in one or more of the following: hockey, volleyball, netball, badminton, basketball, swimming, tennis, cricket, football, personal training or gym supervision.</p>	<p>Minibus 'D' licence.</p> <p>Ability to drive with a trailer attached to minibus.</p> <p>Duke of Edinburgh Instructor or Assessor.</p> <p>Mountain Bike Instructor/ British Cycling MTB Leader (Off-Road Leader Awards).</p> <p>British Canoeing paddle sport instructor award or coach award (previous level 1 or 2 BCU award).</p> <p>Rock-climbing instructor or experience or qualifications relevant to use a developmental high ropes course, for example the ERCA qualification.</p> <p>Any additional qualifications relevant to outdoor pursuits or adventure (e.g. orienteering, raft building, bushcraft, pioneering, problem solving tasks etc).</p>
Experience	<p>In a range of outdoor practical activities connected with the outdoor and adventure.</p>	<p>Previously worked with Duke of Edinburgh groups.</p>

Criteria	Essential	Desirable
	Maintenance of equipment, repair and checks	
Personal attributes, skills and values	<p>Ability to train and develop practical skills, ideally for associated competency certificates.</p> <p>Good IT, organisational and interpersonal skills</p> <p>Be an effective, patient and sensitive team player.</p>	<p>Familiarity with the Duke of Edinburgh Silver and Gold Awards.</p> <p>Familiarity BTEC/NCFE (amongst other) Vocational Outdoor and Adventure.</p>

Terms of appointment

Remuneration and benefits

The salary will be £26,000 -£28,000 per annum, pro rata (part time, term time) dependent on qualifications and experience.

Concord College employees are entitled to a complimentary lunch (when the kitchen is in operation), participation in a defined contribution pension scheme with employer contribution, an employee assistance programme, life assurance cover, a cash health plan, free parking, income protection and reduced school fees (subject to your child being awarded a place at Concord College).

Holidays

Annual holiday entitlement will be 5.6 working weeks per annum, inclusive of public holidays. Due to the nature of this role holidays must be taken outside of term time.

Due to the nature of the business, some public holidays are classed as normal working days.

Hours of work

Term time only

This is a part-time role, 17.5 hours per week over 2 to 5 days during term time, plus time on expeditions (practice and assessed for Bronze, Silver and Gold). Hours of work may increase to up to 21 per week at times (which can be claimed via a timesheet) due to the nature of the role. You will be expected to stay overnight during trips.

The role requires a degree of flexibility, as work will vary between weekdays and weekends dependant on planned expeditions and training sessions.

Wednesday afternoons will be required weekly during term time.

Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

Health and Safety

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Concord College is an equal opportunities employer. Employees must comply with the College's Equal Opportunities Policy and equality, diversity and inclusion practices in force and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Concord College are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the College's positive ethos and culture and must act in accordance with the College's Staff Code of Conduct.

Data Protection

All employees must comply with the College's Data Protection Policy and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

How to apply

Please complete an application form which can be obtained from our HR Department at recruitment@concordcollege.org.uk or call +44 1694 731631.

Application forms are also available on our website: <https://concordcollegeuk.com/about-us/working-at-concord/>

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

The closing date for applications is noon on **28 July 2025**.

We expect to schedule interviews during the weeks beginning **4 August 2025**. Interviews will take approximately 1.5 hours and will be held at the College. As part of the process you will be given a tour of the College and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of your on-line social media presence may also be conducted as part of our due diligence checks.

There is no need to visit Concord College before applying as our website provides plenty of information, including key policies.

All applications will be acknowledged.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on the College website.

Concord College, Acton Burnell, Shewsbury SY5 7PF

www.concordcollegeuk.com

Registered charity number 326279