



HARROW
INTERNATIONAL
SCHOOL
APPI · JAPAN

JOB DESCRIPTION

EXPEDITIONS PROGRAMME COORDINATOR

Job Title:	Expedition Programme Coordinator
Line Manager:	Head of Expeditions

Purpose of Job

As an Expeditions Programme Coordinator, your primary responsibility is to work with the Head of Expeditions to oversee and manage the planning, organisation, and execution of a safe and successful expeditions programme within Harrow Appi. You will play a key role in the delivery of the weekday and weekend Expeditions Programme as well as the adventurous activities within the Sports Academy Programme across all seasons.

Duties and Responsibilities

Expeditions

- Work with and alongside the Head of Expeditions to plan and deliver a comprehensive expeditions programme across the 7-day school provision.
- Ensure all expedition activities are planned and implemented with the highest standards of risk assessment and risk prevention following school health and safety procedures
- Organising and staffing weekend expeditions and visits
- Visiting areas to be used for activities and expeditions.
- Work to ensure the successful running of the Duke of Edinburgh International Award for Senior Students
- Working in the Expedition stores undertaking tasks that include inventories stocking and organising equipment.
- Assisting with the Academy Sport programme both leading on activities and supervising students.
- In the White Season, supervise the safe and smooth operational running of the Alpine Academy programme through staffing the academy as a leader or ski/snowboard instructor
- In the Golden and Green Seasons, work with and alongside external coaching providers to deliver high quality Academy sessions in the areas of Mountain Biking and Trail Running

Other Responsibilities:

- Support the Head of Expeditions and Director of Sport with the planning, preparation of whole school expedition and sporting events.
- Conduct administrative tasks with efficiency and enthusiasm
- Act as a mentor and role model for students
- Undertake any other reasonable duties as requested by the Head of Expeditions including but not limited to, assistance with local and international sports tours, attendance at weekend fixtures, and any additional duties that are deemed necessary for the effective operation of the Sports Department.

Benefits

- Free annual ski lift pass
- Free rental of ski/snowboard equipment
- Use of the resort onsen (hot spring)
- Accommodation provided

*Harrow International School Appi, Japan is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*



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- All meals during term time
- Use of school facilities e.g., pool, gym etc
- Return flights at the start/end of contract
- Termly Shinkansen (Bullet Train) Tickets between Tokyo and Morioka

Requirements

Qualifications:

- Coaching qualifications in one or more of the following sports
 - Alpine (Ski or Snowboard Instructor Qualifications)
 - Mountain Biking
 - Trail Running
- Mountain Leader or International Mountain Leader
- International Duke of Edinburgh Award qualification and/or experience
- Substantial playing experience in one of the above sports, preferably at a competitive level.
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.