

Outdoor and Adventure Education Assistant

1 year fixed term appointment

This post presents an opportunity to join a well-established independent school set in the foothills of Exmoor and the North Devon coastline. West Buckland School is seeking a student for the 2020-21 academic year to assist the Head of Outdoor Learning in the administration, co-ordination and provision of adventurous education and activities at the senior school. These activities include: Ten Tors, The Duke of Edinburgh Award, The Forest School and various expeditions. Alongside this, the successful candidate will assist the Head of Outdoor Learning to co-ordinate the associated extra-curricular programme and boarding activities. The ability to work with pupils, parents and teachers is paramount and the successful candidate will possess good interpersonal, communication and IT skills along with a passion for working on the schools wide variety of Outdoor and Adventurous Education provision.

It is desirable that the applicant holds NGB Leader/Coach Qualifications for a minimum of 2 mainstream outdoor disciplines; a competency in any of the school sport (rugby, hockey, cricket, tennis, netball, swimming) or an interest in field sciences. The appointee would ideally hold a clean driving licence, held for a minimum of 2 years from passing the driving test and enabling them to drive a minibus (under 14 seats and under 3500kg kerb weight). A D1 category licence would be beneficial.

This post would suit a student who is looking to gain employment in an education setting. There will be opportunities to observe teaching in a range of subjects at both prep and senior level

We are able to offer accommodation; a single room in shared accommodation with meals provided in the school dining hall during term time and in holidays when the kitchen is open, though there is no requirement to be resident in the holiday periods other than when engaged in duties. The successful applicant will be a salaried member of staff with an expectation that they will assist with duties in one of the boarding houses at least one evening per week along with the evening and weekend extra-curricular activities program (nominally 18.00 – 22.00hrs). A personal training budget up to £350 will also be offered.

We may also, subject to the appointee's current skill set, be in a position to offer the opportunity to attend various courses subject to funding availability, which may include one or more of the following:

- Mountain Training, Hill and Mountain Skills Course
- Mountain Training, Lowland Leader Award
- Mountain Training CWA Training/ Assessment.
- FSRT and UKCC Level 1/ 2 paddle sport.
- 16 Hour First Aid Course.
- D of E assessor Award

The formal contract will run between August 26th 2020 to a date no later than July 16th 2021. Within this period, you will be afforded 25 days annual holiday plus any public holidays. Holidays will require to be taken at times agreed with the Head of Outdoor Learning but will not be permitted in the lead up to, during or immediately after off-site camps, expeditions or activities or notified on-site activity periods. The working week will be 5



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days in 7 with a number of working weekends most of which are already programmed in to the school activities calendar. There will be a requirement to work during some of the school holidays to assist with the Duke of Edinburgh expeditions. The salary will be £9,100 (before statutory deductions) for the duration of the contract paid in equal monthly installments across the contract, at the end of the working month. The individual is not required to reside on site outside of term time or activity periods. The appointee will be required to agree to the terms and conditions for living in accommodation on a Boarding school site.

All newly appointed members of staff are expected to undergo checks by the Disclosure and Barring Service at enhanced level. The successful candidate will be asked to complete a confidential questionnaire, the results of which will be seen only by the school's Medical Officer. The Headmaster will be informed only of any medical factors which would make it inappropriate to confirm a candidate's appointment.

Child Protection

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

If you are not an existing employee of West Buckland School this post will require a cleared Enhanced Disclosure from the Disclosure & Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy Statement and Keeping Children Safe in Education at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster. In addition, you will be required to adhere to the staff Code of Conduct at all times.

Health & Safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the school's Health and Safety Policy and to ensure that the Assistant Head (Extra Curricular) & Director of Sport are to be informed of any Health and Safety 'near misses'.

The appointee is required to comply with the Health & Safety requirements of the position which will be discussed within subsequent induction. There is an expectation that individuals will be required to manage the lifting, setting up and operating of standard sports equipment. This may include the need to work on ladders (below 2m working height without appropriate training) and manual handling of equipment following any relevant training. Appropriate West Buckland School sports clothing will be provided.

You are expected at all times to act loyally and in good faith and in the best interests of West Buckland School and to conduct yourself both on and off duty with due propriety and due regard for confidentiality. This particularly applies to the consumption of alcohol in the vicinity of the school, and in the towns of Barnstaple, South Molton and other localities, and to relationships with pupils.



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Data Protection

The school is registered under the General Data Protection Regulations (2018) & Data Protection Act 1998. The information you supply when applying and or appointed will be held in electronic or paper format, dependent on your method of application, for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period, please indicate this in a covering letter with your application.

If you would like to discuss the position further please liaise with the Head of Outdoor Learning at rph@westbuckland.com to arrange a conversation.

Applications can be emailed to recruitment@westbuckland.com. Emailed applications are welcome, but please do not also send by mail.

Closing date for receipt of applications – 15th April 2020

Interviews expected to take place in the week of 20th April 2020