

**JOB DESCRIPTION**

**Job Title:** BET Director of Outdoor Education

**Responsible To:** BET Director of Education

**Department:** BET Central Team

**Job Purpose:**

Bohunt Education Trust has seven schools across the South of England. All schools provide inclusive outdoor learning opportunities. All schools provide training for individuals as instructors, leaders and guides in outdoor pursuits.

The Director of Outdoor Education will work with the Director of Education, DofE Operating Authority Manager and Outdoor Education Teachers/Coordinators to deliver high quality outdoor education programmes. The main focus of the post is instructing groups, providing mentoring and leadership to less experienced teachers and improving the breadth and depth of the Outdoor Education offer. The Director will assist the DofE Manager and Outdoor Education Coordinators, in the management and arrangement of instructing staff.

**Main Duties:**

* Support the development and management of the outdoor learning programmes.
* Support the development of new courses in relation to the Outdoor Learning Policy.
* Develop the services currently being provided.
* Develop the ability of instructors to deliver the educational programmes and service provision.
* Manage the delivery of outdoor learning programmes.
* Direct the daily programme as required. Utilise staff according to the programme. Ensure all staff are aware of issues arising e.g. weather, client capabilities, H&S.
* Monitor the safety of groups and check that groups arrive home safely. Take action as required if problems arise.
* Respond to emergencies and co-ordinate a response. Make accurate records of any such incidents.

**Support the management of the Bohunt Education Trust**

* Day to day responsibility for the operational management of the Outdoor Learning programme.
* Assist the Heads of Schools, Director of Education and CEO in optimising the use and profitability of their sites.
* Such other management and administrative tasks to support the outdoor programme that may be required in consultation with the Director of Education and CEO.

**Technical Advice and Training**

The post holder will ensure the Bohunt Education Trust meets the legal and statutory obligations of the Health and Safety Executive and Adventurous Activities Licencing Service.

* The post holder is responsible for the monitoring of Operating Guidelines and Risk Assessments for all outdoor operations of the Trust. The post holder is responsible to report issues and concerns to the Director of Education.
* These documents will be regularly reviewed and shared with the instructing team.
* The post holder will assess staff training needs and deliver training as required to meet current legislation and best practice, in partnership with the Director of Education.
* The post holder will carry out occasional Trust based quality and safety monitoring of outdoor sessions. Records will be kept of all observations and any feedback given to instructors.
* Any reports will be delivered for the Director of Education.
* The post holder will be responsible for the Wokingham climbing wall.

**Undertake instructing duties**

* Attend staff briefings and to contribute suggestions as to appropriate activities for the group under instruction.
* Prepare for instructional sessions by arranging equipment and transport and any other preparatory work required.
* Instruct, lead and facilitate a wide range of activities to a high standard in accordance with BET Outdoor Learning policy.
* Issue and take in outdoor equipment to the group under instruction and report defects appropriately.
* Keep effective discipline with groups within a caring environment.
* Take appropriate action to ensure the pastoral care and personal development of students.
* Cope with emergencies in a safe and appropriate manner and administer first aid where necessary, filing reports in the approved manner.
* Assist with implementing safety regulations and conducting on-going risk assessments in the field.
* Conduct reviews with your group.
* Fill in records of achievement for your group.
* Maintain good relationships with visitors and any of the public (e.g. landowners) that you come into contact with during the course of your work.