



Job Description

Secondary Outdoor Education / Duke of Edinburgh's International Award Leader

School:	Secondary
Allowance Group:	B
Teaching Allocation:	Approximately 20% of contact periods and Tutorial
Reports to:	Cross Campus Principal
Liaises with:	Primary Leader of Learning, Physical Education Secondary Head of Faculty, Physical Education
Direct Reports:	Secondary Outdoor Education / Duke of Edinburgh's International Assistant Award Leader Administrative Outdoor Education Coordinator

Role and Position in the Organisation

Major Role: To provide professional leadership and management of the Outdoor Education (OE) and Duke of Edinburgh's International Award Programme (DoE/IA) across the Secondary school in order to secure quality opportunities for the students so they develop as independent learners outside the classroom environment on a journey of personal discovery and adventure.

The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader has responsibility for:

- key developments in the OE and DoE/IA Programmes ensuring the programme criteria are met;
- ensuring that the opportunities offered are accessible to all students;
- coordinating and providing support for staff who supervise students during the DoE/IA Programme and other outdoor adventurous activities.

Responsibilities, by area

Goal 1: We focus on continually improving learning

Strategic Area 1 - Learning and Teaching - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- adhere to the school's Professional Standards for Learning and Teaching;

- co-ordinate a team of Duke of Edinburgh's International Award staff who will support students and help them to
 - identify personal and social goals
 - develop students' powers of reflection
 - support students in the four (five at Gold Level) aspects
 - support students with the online record book (ORB)
- ensure there is a range of opportunities available to students for each component of the DoE/IA Programme; service, skill, expedition, physical;
- proactively seek to develop independent learners who are aware of the aims of the DoE/IA programme;
- produce a timeline for students showing key dates and deadlines;
- maintain student records as required by the school and Duke of Edinburgh's International Award Organisation including the online record book (ORB);
- ensure that students are prepared for the challenges they will face during their OE and DoE/IA activities.

Strategic Area 2 – Professional - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- keep abreast of current practice and developments in OE and up-to-date qualifications;
- attend all compulsory Continuing Professional Learning (CPL) sessions linked to student safeguarding, First Aid, English as an Additional Language (EAL) and Learning Support (LS);
- work closely with the Cross Campus Assistant Principal Continued Professional Learning to ensure CPL opportunities and in relation to recruiting staff and experts;
- provide leadership for staff involved in the OE and DoE/IA programmes;
- provide any training and support for staff assisting or leading OE and DoE/IA programmes;
- provide guidance regarding any documentation that needs to be completed for DoE/IA visits.

Strategic Area 3 - Culture and Communication: - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- liaise closely with the Extra Curricular Activities team, Leader of Learning, Physical Education, (Primary) and Head of Faculty, Physical Education (Secondary) in relation to the delivery of OE opportunities and the DoE/IA Programme;
- ensure that staff, parents and students are kept informed about OE and DoE/IA activities and initiatives through documentation and publications;



- publicise achievements and promote the OE and DoE/ IA programme across the school and within the outside community;
- contact outside individuals and agencies to help develop opportunities for students;
- communicate on a regular basis to students, parents and staff issues related to student safeguarding in order to promote a safe environment for all students;
- ensure exemplary standards of behavior and personal responsibility.

Goal II: We align our structures, policies and practices to support learning

Strategic Area 1 - Policy and Planning - - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- in relation to Duke of Edinburgh's International Award policy and protocols ensure that the necessary information is included in the relevant handbooks and other literature;
- plan the OE and DoE/ IA calendar liaising closely with key staff;
- understand and adhere to the student safeguarding policy, code of conduct and methods for reporting a concern.

Strategic Area 2 - Finance and Resources - - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- plan and manage the annual OE and DoE/IA budget with guidance from the Cross Campus Principal;
- plan individual budgets for trips;
- assist with the budget process for staff who are running OE and DoE/ IA trips.

Strategic Area 3 – Admissions - - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- ensure new students transfer smoothly into OE and DoE/IA programmes.

Strategic Area 4 - Health and Safety - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- keep a watching brief on health and safety matters and be proactive in reporting any perceived risks;
- monitor the performance of external providers including student safeguarding measure and provide recommendations regarding future employment;

- co-ordinate the inspection of potential sites for activities, expeditions and Residential Visits and produce reports that includes Risk Assessment, matched opportunities to potential students age/experience level and subsequent recommendations;
- assess existing and potential external instructors and organisations and keep reports on their suitability;
- ensure that risk assessments are completed for any OA and DoE/IA trips that are arranged through school;
- safeguard students against all foreseen risks.

Strategic Area 5 – Facilities - - The Secondary Outdoor Education / Duke of Edinburgh's International Award Leader will:

- maintain the office and storage area;
- check and store equipment appropriately;
- use all facilities appropriately and to report any maintenance issues to the relevant personnel.

Secondary Outdoor Education / Duke of Edinburgh's International Award Leader: Safeguarding Responsibility
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Bangkok Patana School is committed to keeping students protected, safe and secure.

Key safeguarding responsibility:

To support the Designated Safeguarding Lead (DSL) by providing guidance and direction to staff in line with the Patana Safeguarding Policy and Staff Code of Conduct.

Responsibilities

- To ensure that staff in your team/specified area know how to respond to an initial disclosure.
- To make Safeguarding procedures and disclosure forms accessible to staff in shared areas and staff rooms.
- Where appropriate, to liaise with the faculty Trip Organiser re Staff, Student and Hotel/Resort Codes of Conduct and Guidelines for Hotels and Resorts when planning for Trips and Excursions which requiring overnight provision.



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Where roles include supervision of changing facilities, the use of physical touch or 1:1 instruction

- To make safeguarding a termly item on team agendas.
- To keep staff informed about any changes to policies and procedures.
- To liaise with the AP ECAs/Sports and/or DSL in providing CPL relevant to Safeguarding.
- To help parents, nannies and other visitors understand our Safeguarding requirements.
- To ensure that 1:1 instructors know how to respond to an initial disclosure, who to inform, and how to record the information.

These duties will be developed into short and longer-term targets in consultation with the post holder.

Apply online at <https://www.patana.ac.th/recruitment-form/>



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Bangkok Patana School

Mission

Our mission is to ensure that students of different nationalities grow to their full potential as independent learners in a caring British international community.

Vision

We develop global citizens who shape their world through independence, empathy, creativity, and critical thinking.

Values

Well-being

We are

Protected, safe and secure
Motivated and engaged
Responsible and honest
Kind and compassionate
Balanced and fulfilled

Learning

We are

Rigorous
Inquisitive and creative
Collaborative and confident communicators
Critical, reflective thinkers
Passionate, resourceful and resilient

Global Citizenship

We are

Committed to integrity
Active volunteers
Diverse and inclusive
Ethical and informed
Empowered by our interculturalism
Inspired to improve global sustainability
Respectful contributors to digital and local communities

Student safeguarding

Bangkok Patana School is committed to safeguarding and promoting the welfare of its students and expects all staff to share the same commitment.