



Queen Mary's SCHOOL

HEAD OF OUTDOOR EDUCATION (INTERIM COVER) JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

Reporting To: Deputy Head
Job Purpose: The main duties of the post, in terms of wider Outdoor Education and particularly the Duke of Edinburgh's Award Scheme, are outlined below:-

THE ROLE

This is a fantastic opportunity for a candidate to continue the development of a rich and varied programme of Outdoor Education as part of the wide-ranging co-curricular offering at Queen Mary's School. We are looking for someone with the vision, drive and flexibility required to develop our current provision, inspire pupils and staff in terms of involvement and development and to put in place age-appropriate outdoor opportunities across the School from ages 4-16.

- This is a part time role and will include weekend work
- Develop within the School a structured outdoor activities programme, with appropriate challenge and progression, accessible to all members of the School community
- Oversee the provision of a programme of outdoor activities to develop skills of teamwork and leadership in addition to activity-specific skills.
- Introduce a variety of activities based around skills development through outdoor and adventurous activities in all sections of the school.
- Manage an Outdoor Education budget.
- Implement systems for control and checking of School equipment and manage the Outdoor Activities Store, overseeing the purchase, issue, maintenance and write-off of items.
- Build on our existing portfolio of day and residential trips and support trip leaders in all parts of the school.
- Lead and support residential expeditions and adventurous activities during term time and school holiday periods.
- Develop more opportunities for adventurous activities for local schools.
- Offer support to our PE Department
- Lead River Swimming and Rock Climbing (the School has an outdoor climbing wall)
- Plan and lead annual camps for pupils from Year 3 and above

Duke of Edinburgh's Award Scheme

This aspect of the role is designed to lead, manage, promote, develop and support the school's Duke of Edinburgh Award Scheme provision. The successful applicant will be pro-active, have responsibility for maintaining accurate database records, answering email and telephone queries, and ensuring that the pupils undertaking the scheme, and the staff involved, are well supported. Supervise the running of the Duke of Edinburgh Award Scheme at Bronze level (starting in Year 9) and Silver level (in Years 10-11).

- A major component of this work involves organising expeditions. One part of the training at each level takes place on a weekend during term time when the pupils are released from their sporting commitments.
- Represent the School, as a Directly Licensed Centre, in terms of communications, meetings and responsibility to the regional and national Duke of Edinburgh Award Scheme organisation.
- Responsible for the launch and promotion of Duke of Edinburgh Award Scheme to pupils and parents, including writing promotional materials and issuing information to parents
- Oversee all administration for the Duke of Edinburgh Award Scheme Award Scheme (or any similar 'in-house' scheme) including the management of the eDofE system.
- Production of an annual report, outlining the numbers who have achieved at each Award Level.
- Working regularly with all pupils undertaking the Award to ensure progression through all aspects of the Award and adequate planning and training for expedition work.
- Manage the planning and delivery of expeditions, ensuring the practical, administrative and risk management requirements are fully in place for each trip.
- Coordinate the staffing of Duke of Edinburgh Award Scheme expedition and support work.
- Oversee the Duke of Edinburgh Award Scheme financial accounts, setting costs of involvement for each candidate, arranging for collection of payments and managing this budget such that the Duke of Edinburgh Award Scheme Award is financially self-supporting within the School.

Other responsibilities:

In addition, the Head of Adventure will be required to:

- Create an environment where all pupils are respected, and accepted and encouraged to participate
- Support other departments within the school from time to time as requested by the head
- Complete any other reasonable tasks as required by the head

Academic development is at the heart of school life, we offer an independent wide ranging curriculum, excellent teaching and a clear understanding of learning potential. With a combination of traditional and modern teaching methods, each pupil is encouraged to enjoy learning, develop her independence and succeed to the best of her ability.

The academic life of the School is overseen by the Assistant Head: Teaching and Learning and Heads of Department who ensure an up to date and challenging curriculum is in place. On-going relevant and measured assessment is essential and pupil progress is tracked to inform future teaching and learning goals.

Above all Queen Mary's believes that the learning process must be enjoyable and engaging. Teaching and learning are supported by a wide range of resources and extra-curricular activities. The ethos and values foster an enthusiasm for lifelong learning and encourage independence of thought. The children develop self-esteem, a wide range of knowledge and essential communication, study and life skills as they progress.

All staff are expected to contribute to the wider community of this successful school.

SPECIFIC RESPONSIBILITIES

The duties currently assigned to this role include:

- Undertake supervision duties as required
- To attend staff briefings
- To attend Parents' Meetings and all major school activities, as appropriate (including INSET)
- To participate in the School appraisal programme
- Contribute to the marketing and promotion of the School to prospective pupils and parents
- Relate to young people in an atmosphere of trust, openness and integrity and encourage a climate of mutual respect

- To make a full and active contribution to the extra-curricular life of the School
- To uphold the policies of the School

As a boarding and day school we maintain the traditions of boarding, working an extended teaching day. Girls from Year 8 upwards have Saturday morning lessons.

PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	A portfolio of higher level NGB Awards in Outdoor Education	Health and Safety requirements for outdoor activities
	Clean driving licence (with entitlement to drive minibuses and ideally a trailer licence)	Preparation of Risk Assessments and Standard Operating Procedures
	Duke of Edinburgh's Award Scheme DofE Assessor	Leading expeditions both in the UK and overseas
	Current First Aid qualification (preferably the 'Remote Locations' qualification)	Administering and organising outdoor activities
	Swimming Coaching skill	Effectively managing income and expenditure budgets
	Lifeguarding qualification	Understanding of Health and Fitness
	Climbing Wall Award	Teaching qualification
	Other Adventurous Training qualifications (possibly including Caving, Sailing and Rock Climbing)	Mountain Bike Leader Award
	Single Pitch Award	Mountain Leader Summer qualification (MLTB or equivalent)
	British Canoeing Qualifications	
	BCU 2-4 Star Awards	
Professional skills and abilities	Set high expectations which inspire, motivate and challenge pupils	Previous iSAMS experience
	Promote good progress and outcomes by pupils, providing SMART marking and target setting	Experience of working in an all-age, independent, boarding school environment
	Plan and teach well-structured lessons adhering to the curriculum and Schemes of Work	
	Strong communication and interpersonal skills	
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English, accuracy and attention to detail	
	Strong IT skills (MS Word, Excel, Outlook)	
	Energy, drive, enthusiasm and a positive manner	
	Ability to build excellent relationships with a wide range of people	
Professional standards	Prepared to undergo appropriate training as requested	

	A willingness to engage with and articulate the School's Christian values, ethos and heritage	Practising Christian
	Clear sympathy with the advantages of single-sex education	Teaching experience in a single-sex school
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willing to play an active part in the life of the School community	
	Showing flexibility in order to meet the demands of our calendar, which will include working evenings, weekends and Bank Holidays when required. Some expeditions/trips may take place during the school holidays	
	Have a 'can do' approach and able to work effectively without direct supervision	

TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Head of Outdoor Education is appointed by the Head, subject to enhanced DBS clearance and receipt of satisfactory references
- The appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- A competitive salary will be paid for this role depending on experience and qualifications. Paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay.
- This is a part-time support staff role for an interim cover of absence.
- The job will come with an annual holiday allowance of 25 days (pro-rata) plus bank holidays which will be required to be taken during school holidays. Some expeditions/trips may take place during the school holidays.
- The appointee will be expected to participate in an annual appraisal process
- The appointee is required to give the School one term's notice of his/her intention to leave this post
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- Additional benefits will include a 50% fee discount (pro-rata) for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met).
- Meals will be provided free of charge during term time hours of work.

All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.

Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- *Strives for excellence in every endeavour*
- *Loves life and enjoys learning*
- *Nurtures spirituality and personal growth*
- *Respects individuality and embraces diversity*
- *Enhances character and builds resilience*
- *Creates independent young people*
- *Makes strong and lasting friendships*

Queen Mary's School is an all girls' independent boarding and day school situated in the beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website www.queenmarys.org.