

**School:** Trinity Academy Newcastle Multi Academy Trust

**Post Title:** Outdoor Education Instructor

**Evaluation:** **Points:** 538 **Grade:** N7

**Responsible to:** CEO and Head of School

**Responsible for:** Teaching and Learning Support Practitioner - (Outdoor Education)

**Job Purpose:** To support the delivery of the Curriculum and coordinate the Outdoor Education and Learning Outside of the Classroom

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

#### **1. Curriculum Support:**

- To support teaching staff to deliver a range of courses at Key Stage 3&4.
- To support teachers in evaluating students' progress through a range of monitoring and assessment activities.
- To help students progress in the curriculum areas within an agreed system of supervision, to plan challenging teaching/learning objectives and deliver learning activities to students making adjustments according to student responses/needs as appropriate.
- To communicate effectively and sensitively with students to support their learning.
- To follow Health and Safety statutory and local notices.
- To help students make progress in a range of settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Displaying student work.
- To contribute to identifying and to undertake appropriate out of classroom learning activities which consolidate and extend work carried out in class.
- Moderation of coursework.

## **2. Coordinating the Outdoor Education and Learning Outside of the Classroom programme:**

- Develop within the Academy a structured outdoor activities programme with appropriate challenge and progression, to include all members of the Academy.
- Develop more local opportunities for adventure activities.
- Plan and prepare activities to suit the needs, abilities and experience of each group
- Advise on and demonstrate activities.
- Instructing on your specialist area.
- Explain safety procedures to students and staff.
- Organise transport arrangements for all trips and activities. Where required drive motor vehicles for the school in relation to outdoor education activities.
- Making appropriate arrangements for dealing with emergencies

### **Finance:**

- Manage the Outdoor Education budget for both programme activities and equipment
- Arranging administration of any student charges and collection
- Purchasing, storage, security and maintenance of equipment and other items.
- Driving a mini bus, transporting students.
- Replacing and refurbishing when needed.

### **Development:**

- Developing resources for programme activities where necessary in consultation with teaching staff
- Providing leadership and vision in developing the programme
- Advising staff on activities

## **Health and Safety:**

- Responsibility for Health and Safety of activities and equipment in compliance with relevant legislation.
- Responsibility as the Academy Education Visits Coordinator using the EVOLVE system
- Assist others with risk management for adventure activities/ 'outside the class room' trips
- Put in place risk management and operational plans for adventure activities
- Checking weather conditions before starting activities, assessing hazards and managing risks of all activities/visits.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trusts' policies and procedures.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with.
- Arrange insurance for all school visits where appropriate.

You will initially be based at Trinity Academy Newcastle, upper and lower site, but there may be a requirement for you to work elsewhere within the Trust.