**ISLAND POOL BROADWAY ACADEMY**

**OUTDOOR EDUCATION Co-Ordinator**

**Grade: GRADE 3**

**Hours:** **36.5 hours per week / 52 weeks per year (flexibility for some weekend work)**

**Responsible to: Assistant Headteacher**

**Responsible for: Grounds Maintenance and Behaviour Support Assistant, volunteers**

**ROLE PURPOSE**

Manage, maintain and run the day-to-day activities at the Academy’s outdoor education site at Island Pool

Lead and deliver the Academy’s outdoor education provision at Island Pool including water based activities

Support the development of an enhanced curriculum experience for students by liaising with partners and developing outdoor education initiatives through Island Pool

Deliver programmes to small groups of students with a focus on those with behavioural difficulties

**Key duties AND Responsibilities  
  
SITE Management**

* + - Manage, maintain and develop the Island Pool site including grounds maintenance
    - Have an onsite presence and take responsibility for health and safety onsite and around the lake, ensuring health and safety procedures, records and associated risk assessments are in place and maintained.
    - Develop a vision for Island Pool that is integral to, and dovetails with, the vision of both Broadway Academy and Top Barn Trust
    - Manage and supervise volunteers and casual workers
    - On site lead First Aider
    - Support with the maintenance of Esperance Farm, when the Farming Manager is absent

**OUTDOOR EDUCATION**

* + - Organise, co-ordinate and deliver Academy outdoor education activities at Island Pool.
    - Ensure all activities comply with health and safety and safeguarding standards and that compliant trip packs are provided for all activities
    - Expand the provision of outdoor education activities for Broadway students of all abilities
    - Engage with students and parents/carers to encourage participation and to ensure high quality student experience
    - Assist with the acquisition, organisation and storage of all Academy outdoor education equipment. Take responsibility for maintenance of such equipment.
* Ensure all activities comply with health and safety and safeguarding standards and that compliant trip packs are maintained for all activities
* Instruct and guide students to maximise learning from, experience of and safe practice in outdoor activities
* Provide guidance, training and assistance to staff to maximise safe participation in activities
* Implement processes and protocols which support the delivery of an outstanding outdoor activity programme
* Provide information so that reports for the senior leadership team and governors can be prepared as required
* Liaise with activity providers and partners to ensure cost-effective activities are available to Broadway students throughout the year
* Liaise as appropriate with national and awarding bodies
* Support with the delivery of the Academy’s Aspiration Programme to re-engage disaffected students and reduce Alternative Provision numbers
* Drive Academy vehicles to transport students to and from the site.

**general Responsibilities**

* + - Always promote and safeguard the welfare of students in line with safeguarding guidance and policy
    - Ensure compliance of data usage and practices with the Data Protection Act 2018 and the Academy’s Data Protection Policy in all areas of responsibility
    - Maintain an appropriate working environment in accordance with the Academy’s Health and Safety policy and procedures
    - Uphold the Academy Equality policy and Safer Recruitment policy
    - Adhere to the ethos of the Academy by promoting the school values, vision and aims and setting an example of personal integrity and professionalism
    - Act in accordance with the Broadway staff (and leadership) behaviours framework
* Treat all users of the school with courtesy and consideration and present a positive personal image which will contribute to a welcoming school environment
* Attend line management, departmental and whole school meetings and act as a supportive, enthusiastic member of the organisation
* Participate in CPD and training sessions as directed
* Carry out such duties as may reasonably be deemed commensurate with the grade or remit of the post by the Assistant Headteacher or Headteacher and CEO

**SUPPORT STAFF PERSON SPECIFICATION**

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| **Method of Assessment (MOA)** | AF Application Form | C Certificate | I Interview | T Test or Exercise | | R References |
| **Criteria** | **Essential (E) / Desirable (D)** | | | | **MOA** | |
| **Education/**  **Qualifications**  NB: Full regard must be paid to overseas qualifications. | * + Good standard of education (Maths and English at grade 5 or above) (**E**)   + Water sports and/or canoeing qualification **(E**)   + Other outdoor sports qualifications (e.g. MIAS) **(D)**   + A full, clean UK driving licence (**E)**   + Hold (or be willing to undertake) the MIDAS minibus training qualification **(E)** * First aid qualification **(E)** | | | | AF/C/ T  AF/C  AF/C  AF/C  AF/C  AF/C | |
| **Experience**  Relevant work and other experience | * Experience of organising and delivering a range of outdoor activities **(E)** * Substantial experience of working with young people (11-18) **(E)** * Experience of partnership working and community liaison **(E)** | | | | AF/I/R  AF/I/R  AF/I/R | |
| **Knowledge** | * Knowledge and understanding of relevant health and safety legislation and procedures **(E)** * Knowledge of accident and incident procedures**(E)** * Knowledge and understanding of safeguarding and child protection **(E)** | | | | AF/ I /T  AF/ I /T  AF/ I /T | |
| **Skills & Ability**  e.g. written communication skills, dealing with the public etc. | * Good interpersonal and communication skills **(E)** * Ability to develop good working relationships with students, parents and staff **(E)** * Ability to lead and motivate students and staff effectively and to inspire confidence**(E)** * Ability to work with students with challenging behaviour **(E)** * Track record of working independently (**E**) * Evidence of initiating and delivering projects **(E)** * Ability to undertake equipment maintenance tasks **(E)** * Ability to undertake relevant administrative tasks **(E)** * Ability to prioritise own workload **(E)** * Ability to work under pressure **(E)** * Ability to fulfil all spoken aspects of the role with confidence using the English Language   (as required by **Part 7 of the Immigration Act 2016) (E)** | | | | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I | |
| **Training** | Willingness to undertake further training as appropriate **(E)** | | | | AF/I | |
| **Other** | * Passion to lead and inspire young people **(E)** * Ability to work flexibly between the outdoor education site and the academy in Birmingham **(E)** * Commitment to promote and safeguard the welfare of students in line with safeguarding guidance and policy **(E)** | | | | AF/I  AF/I  AF/I/T | |

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| **Reviewed by** | |
| NAME | Ron Skelton / Sarah Bidwell |
| JOB TITLE | Headteacher & CEO / HR Director |
| DATE | 26/09/2024 |