# King Edward VI Five Ways School

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## **Job Description**

**Post Title:** Outdoor Education Technician / Instructor

**Responsible to:** Director of Outdoor and Adventurous Education

**Key Function:** To assist with the running of, develop and promote the Outdoor Education Department within the School. To provide opportunities both curricular and extra curricular that enrich school life. To manage and maintain the department’s resources. To assist throughout the school in the planning and facilitation of residential and day visits outside of school.

Main Duties:

1. To work alongside the Director of Outdoor and Adventurous Education in the day to day running of the department.
2. To take responsibility for the management and facilitation of lunch time and after school clubs. At times working alone with small groups of students within the parameters of coaching qualifications.
3. Manage the schools two kit stores, maintaining all the departments’ equipment to the highest possible standard. Designing and running a system for managing the loan of school equipment to school pupils
4. Support the head of outdoor education in planning and facilitating outdoor education visits during weekends including driving the schools vehicle.
5. Take responsibility for managing the schools eDofE administration
6. Teach groups of students aspects of outdoor education as part of the schools enrichment programme
7. Develop the Outdoor Education area of the schools Microsoft teams platform.
8. To assist with display areas with in the department including notice boards, Five Ways TV and school publications.
9. Any other duties reasonably requested and specifically directed by the Head of Outdoor Education, or Headmaster.

**Working Hours**

Full time - term time only

- 12 month contract (with potential to renew)

- Hours - There is some flexibility here but will largely follow the timetable below - 27 hours a week spread over 4 days days a week during term time. The exact hours include some flexibility but generally will be between from 10.30am until 6.00pm

- Around 40 additional days on Weekends and Mondays

Averaging around 41 hours per week outside of school holidays

**Example of a possible timetable**

PPA = Personal planning allocation – Usually spent planning visits, writing letters, sorting out medical details, Managing EDofE.

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |  |
| **Break****(11.05 – 11.35)** |  | DofE Clinic | Manage Kit Store | Manage Kit Store | DofE Clinic | Meet at school 7am | Activities start 10am |
| **Period 3****(11.35 – 12.35)** |  | PPA | PPA | Activity Session | Meeting with Head of OE | White Water Weekend |
| **Lunch****(12.50 – 1.50)** |  | Equipment Checks | Year 7 Climbing club | Upper school climbing cub | Lower school climbing club |
| **Period 4****(1.55 – 2.45)** |  | Year 8 Games | Sixth Form enrichment | Activity Session | Year 10 enrichment |
| **Period 5****(2.45 – 3.35)** |  | Year 8 Games | Sixth Form enrichment | Activity Session | Year 10 enrichment |
| **After school****(3.35 – 6.00)** |  |  | PP Lower School kayak club  | Pool Session |  |
|  |  |  |  |  |  | Activities until 5pmOvernight in North Wales | Activities until 5pm return to school 8pm |

Example of possible weekends

Bronze D of E 8 weekends

Reward weekends 2 weekends

(1 weekend per year group for best performers)

Kayak and Climbing Clubs 4 weekends

Subject specific extra curricular visits 6 weekends

Silver DofE 2 weekends

Gold Dofe 2 weekends

These would be spread over the three school terms

**Continued Professional Development**

The job will also involve a great deal of CPD which can be planned to suit the applicant and the department.