

Exceptional Breadth | Individual Focus

Candidate Information Pack  
Assistant Head of Outdoor Education

Deadline for applications | Midday on Friday 20 June





## From the Headmaster

Thank you for your interest in working at Cokethorpe School.

As Headmaster, I am tremendously proud of the work that is done here on a daily basis; I lead a dedicated and talented Common Room who, together with our committed support staff, have helped to create a dynamic learning environment, undoubtedly enhanced by the stunning parkland in which the School is set.



I describe Cokethorpe as being a 'restless' school. This does not mean that we are itching to change for the sake of it but rather that we are constantly reflecting on what we do to ensure that it is as effective as possible. This models the behaviour we expect of our pupils - always looking for ways to improve their learning.

I hope you find everything you need in this brochure and on our website to help you decide if Cokethorpe is an environment in which you would like to work.

We hope that you will wish to apply for this role once you have found out more about us.

**Damian Ettinger**  
Headmaster, Cokethorpe School



## From the Bursar



I hope this pack provides you with all you need in order to move forward with your application. If you are left with questions, please get in touch with our HR Department; we very much look forward to receiving your application.

Cokethorpe is a special place to work, and you will certainly feel this from the moment you arrive,

visitors are given a warm welcome and you will notice that people meet your eye and offer a cheery hello.

The culture at Cokethorpe is collaborative and supportive, each department works hard towards delivering their objectives but will always make time to support colleagues, be it a supportive conversation over a cappuccino from the onsite UE Coffee Shop, working together on a whole School event or simply sharing knowledge and skills.

**Harriet Stapleton**  
Bursar, Cokethorpe School





## About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: integrity, courage, empathy, judgement, ambition and responsibility. The aim is for pupils to take ownership of their own development.

The School has a strong extra-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.







## Outdoor Education at Cokethorpe

Outdoor Education is a staple part of Cokethorpe School, offering a diverse range of activities, sports, and pursuits across both the Senior and Prep School. Activities widely encompass the school leadership traits and provide a range of opportunities to challenge, develop and inspire pupils in an outdoor setting. In the Senior School, pupils can engage with Outdoor Education through their Games choices, achieving great success in climbing, sailing, shooting, and racing kayaking throughout the year. With national-level success in these disciplines, Cokethorpe makes full use of access to the Thames, climbing tower, shooting facilities, and nearby sailing reservoir. Additionally, a wide range of accessible activities are offered through the AOB programme, lunchtime clubs or one-off sessions. Outdoor Education features heavily within the Prep school offering weekly clubs, Forest School sessions, curricular based outdoor learning sessions and termly year group activities.

The Duke of Edinburgh (DofE) programme at Cokethorpe offers awards at all levels, starting in the Third Form. Over 100 pupils enrol annually across the three levels with expeditions taking place mainly within term time and weekends. The largest cohort at Bronze level completes a walking expedition locally, while at Silver, they undertake a combined walking and canoeing expedition. A more bespoke offering is available to our Gold teams who venture to more remote areas of the UK. The school has a dedicated Outdoor Education store with access to a wide range of equipment and activity resources to support these expeditions. Additionally, there is an active and passionate range of teaching staff involved in supporting the programme at all levels as well as DofE Young Leaders within our Gold groups. Outside of term time, Cokethorpe Camps offer multi-activity day camps for children, utilizing the 150-acre site and facilities. With growing success, Camps opens its doors to over 100 children a day enjoying a range of adventures, activities, and opportunities on offer at Cokethorpe. These camps currently run for six weeks during the summer and have recently expanded into the Easter holidays with plans for further expansion.



# Job Description

## Assistant Head of Outdoor Education

### Reporting to the Head of Outdoor Education

#### About the Role

This is a diverse and exciting role supporting the development and delivery of Cokethorpe School's Outdoor Education Department with particular responsibility leading the DofE programme across all levels. The role includes planning and delivering high-quality expedition training, ensuring compliance with school and DofE standards, whilst supporting students through their awards. Additionally, the role involves leading aspects of the Outdoor Education Games programme with preferably a focus on kayaking coaching, as well as assisting with Prep School outdoor learning, outreach activities, corporate events, and other trips or events. Outside of term time, the role focuses on being a key part in managing and delivering outdoor activities at Cokethorpe Camps and corporate bookings. This full time, year round position offers the right candidate an exciting opportunity to help support the drive for Outdoor Education at Cokethorpe School and expand on an already comprehensive offering. For the right candidate there is an opportunity to be involved in the wider sports coaching programme. The role will include trips and overnight stays at weekends as well as during the holidays.

#### Key Responsibilities

##### DofE Programme:

- Lead and manage a safe, ambitious and impactful DofE programme across all levels
- Organise and oversee the required training, practice and qualifying expeditions
- Support participants progress through the awards, including past pupils, using eDofE and other internal administrative software
- Deliver term time training sessions and expedition planning meetings
- Ensure the highest standards of compliance with School, OEAP and DofE safety regulations
- Inspire and support students to complete their awards through weekly meetings and communications, including mentoring Young Leaders
- Coordinate and support the management of outdoor education equipment and the DofE Store
- Develop and enhance the offering to ensure the highest level of experience is available and accessible
- Maintain accreditation as a DofE Directly Licensed Centre and liaise with relevant bodies
- Manage the DofE Budget, staffing and contractors.







### Outdoor Education Programme

- Lead a section of the Outdoor Education Games programme. An interest in and want to specialise in racing kayak coaching is desirable
- Support wider outdoor education initiatives, including Prep School outdoor learning, outreach activities, corporate events, and trips
- Assist in delivering the AOB programme and lunchtime Prep clubs to broaden the Outdoor Education offering.

### Cokethorpe Camps and Corporate Enterprise

- Support the planning, management and delivery of Cokethorpe Camps
- Lead and manage a range of outdoor activities at Cokethorpe Camps, enhancing and developing the camp experience
- Delivery of outdoor activity based corporate events with adults
- Develop and implement new outdoor education opportunities for the wider community.

### Administration and Compliance

- Meet regularly with the Head of Outdoor Education and DofE Staff
- Oversee trip planning, logistics, and risk assessments reviews
- Ensure DofE award certificates are celebrated
- Support the inspection of safety equipment and PPE across all areas of the Outdoor Education Department
- Support school publications, marketing and write ups to promote the Outdoor Education offering.

### Training and Development

- Support the development, training and retention of School Staff involved in the Outdoor Education programmes
- Stay updated on industry best practices and implement improvements as needed.



## Person Specification

### Essential

- Extensive experience with the DofE Scheme, including relevant assessor qualifications and understanding of the eDofE online system
- Qualified and experienced in delivering and overseeing walking expeditions (Lowland Leader minimum)
- Experience, qualification, and competency to lead a group in an additional outdoor activities area:
  - Canoe/Kayak
  - Climbing (both artificial and outdoor)
  - Bushcraft or Forest School
  - Shooting (targets, air rifles and clays)
  - Sailing (dinghies and keelboat)
- Proven leadership and organisational skills in coordinating a range of outdoor expeditions and activities
- Commitment to safeguarding, protection of young people and promoting school values
- Comprehensive knowledge in outdoor safety, risk management, and expedition planning
- Ability to engage, inspire and motivate students and staff.

### Desirable

- Recognised coaching qualifications
- Experience with Canoe Marathon racing, particularly in the K1/K2 categories
- Experience delivering a wider range of accessible outdoor activities and teambuilding sessions
- Clean driving licence with D1+E qualification or willingness to obtain
- Experience delivering a wide range of outdoor activities to school age children
- The willingness to contribute to the wider Outdoor Education and sports coaching programmes, and the general school life
- Flexible, hardworking approach with the ability to work both individually and part of larger teams.





## Appointment of Staff

### To Apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources, on [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Mrs H Stapleton, Bursar
- A completed Cokethorpe School Support Staff application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

**Deadline for applications: Midday on Friday 20 June. Early applications are encouraged.**

Interviews will take place Tuesday 24 June 2025. Interviews may take place before the closing date for suitable candidates.







## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

### Hours:

- Full-time, year-round role, Monday to Friday. 8.30am until 5.15pm
- Term time: 34 weeks of the year with the focus on DoFE programme coordination, Outdoor Education Games, and delivery of the Outdoor Education programmes as agreed by the Head of Outdoor Education
- Outside term time: 11.4 weeks of the year, supporting the delivery of Cokethorpe Camps and Corporate Enterprise in school holidays
- Evening and weekend commitments required for expeditions and outdoor activities as agreed annually by Head of Outdoor Education (around 20 days annually)
- 40 hours a week average, inclusive of lunch break. Hours of work will vary to meet the requirements of the outdoor Education programme
- 33 days holiday (5.6 weeks, 28 days, plus 5 days Christmas Closedown).

**Salary: Competitive salary based on qualifications, skills, and experience.**

**Appointment Date: September 2025.**

### Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.



## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.







## Benefits of Working at Cokethorpe

- Financial support for professional development and outdoor training courses
- Enrolment in the Aviva APTIS defined contribution Pension Scheme
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Training: An extensive training/CPD programme
- Personal Accident Insurance
- Employee Assistance Programme via Aviva
- Salary Sacrifice EV Car Scheme
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- Free parking on site
- A number of subsidised social events
- Annual Flu Vaccination.





# Cokethorpe

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## SCHOOL

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