# King Edward VI Five Ways School

# crest

## **Job Description**

**Post Title:** Outdoor Education Technician

**Responsible to:** Head of Outdoor 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 Head of Outdoor 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 and GCSE option in Outdoor Education
7. Develop the Outdoor Education area of the schools website.
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**

Pay: Minimum Wage

- 12 month contract (with potential to renew)

- Hours - There is some flexibility here but will largely follow the timetable below - 3 days a week during term time from 10.30 until 6.00

- 38 Weekends a year during term time

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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **Break**  **(10.30 – 11.10)** |  |  | Manage Kit Store | Manage Kit Store | Manage Kit Store | Meet at school 7am | Activities start 10am |
| **Period 3**  **(11.10 – 12.00)** |  |  | PPA | PPA | GCSE Lesson | White Water Weekend | |
| **Period 4**  **(12.00 – 12.50)** |  |  | GCSE Lesson | PPA | Meeting with Head of OE |
| **Lunch**  **(12.50 – 1.50)** |  |  | Year 7 Climbing club | Upper school climbing cub | Lower school climbing club |
| **Period 5**  **(1.55 – 2.45)** |  |  | Sixth Form enrichment | PPA | Year 10 enrichment |
| **Period 6**  **(2.45 – 3.35)** |  |  | Sixth Form enrichment | PPA | Year 10 enrichment |
| **After school**  **(3.35 – 6.00)** |  |  | PPA | Pool Session | Lower School kayak club | Activities until 5pm  Overnight in North Wales | Activities until 5pm return to school 8pm |

Example of possible weekends

Bronze D of E 8 weekends

Reward weekends 6 weekends

(1 weekend per year group for best performers)

Kayak and Climbing Clubs 10 weekends

Subject specific extra curricular visits 6 weekends

Silver DofE 3 weekends

Gold Dofe 7 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.