



HEAD OF DEPARTMENT (OUTDOOR EDUCATION)

Contract period is 2 July to 5 August 2024

Reports to: Head of Programmes

Role Context:

GISS was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

Job Purpose:

To oversee the delivery of the adventure elements of the course (Obstacle Course, Climbing, Pool Kayaking etc), including the delivery of on campus evening activities for Junior groups while they are following their local three-day sailing programme. To manage the Adventure team, overseeing the development of session plans, and managing staff rotas.

Role Details:

- Drawing on the skills, qualifications and experiences of the team oversee the Adventure elements of the GISS programme, ensuring the programme is fun, exciting and makes the most of our facilities and extensive campus.
- To advise the GISS team of resources required, well in advance, so that all is in place for the start of GISS.
- To manage the 'setting-up' of the Adventure programme as the course commences and the returning of any resources and equipment to the school in a satisfactory condition.
- To meticulously oversee Health and Safety in the Adventure Department, familiarising yourself before GISS with Gordonstoun's safety procedures and expectations and briefing both your staff and each student and student leader clearly with expectations in the department.
- To ensure you and your staff are briefed on, have access to, and adhere to GISS policy documents.
- To set expectations of behaviour from students, resolve any behavioural issues, or escalate, as appropriate, to the Head of Programmes or Director.
- To manage your staff team, ensuring that they have a fair allocation of duties and time off over the four weeks of summer school.
- To report any accidents and incidents promptly, using the systems in place for this.

- In conjunction with the GISS pastoral staff to pass on promptly any aspects of concern regarding the students' and student leaders' personal welfare, including child protection.

All department staff may also be required to help with other recreational activities or duties when not on timetable for design. This may include escorting buses to and from airports, driving a minibus (if licensed), accompanying a trip or supervising a disco, for instance.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
- Carry out any other task as required from time to time in order to support the school

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Significant and relevant breadth of Outdoor Education experience • Relevant outdoor education qualifications to support a broad adventure programme 	<ul style="list-style-type: none"> • A teaching qualification (eg PGDE, PGCE) • Recognised First Aid qualification • A full, clean driving licence
Skills and Experience	<ul style="list-style-type: none"> • Experience working in an educational/boarding/summer school environment. 	<ul style="list-style-type: none"> • Experience of working with a team of staff • Experience of leading a team • Strong and proven organisational and communication skills • High level of computer literacy
Personal qualities	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of audiences. • Someone who creates a positive and cooperative working environment. • Flexible with a can-do attitude to manage a high volume of work. • Enthusiastic, diplomatic and calm under pressure. • Tolerance, understanding and kindness. • Knowledge of issues affecting student outcomes. 	
Safeguarding	<p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country.</p>	