

Job Description



Job Title:	Adventure Learning Professional	
Department:	Senior School	
Business Unit:	Senior School	
Line Manager:	Adventure Learning Manager	
Job Purpose:		
<p>To help develop and lead the Adventure Learning Programme for the School and the offer to pupils in conjunction with the Adventure Learning Manager.</p> <p>This is an important role in our Adventure Learning team. With the new Adventure Learning Manager and the other members of their team, the post-holder will agree on a year-by-year basis the activities for which they are specifically responsible. This will vary but is likely to include one of our major undertakings such as S3 Projects, S1 Orientation or S2/3 Bronze Duke of Edinburgh Award. An annual role review is envisaged to allow for the best use of time and to enable long-term planning and continuity.</p>		
Main Responsibilities:		
1	<p>D of E</p> <p>To develop and share in the leadership of the DofE Bronze Programme and support the DofE team.</p> <p>To effectively use eDofE systems to manage and support pupils through the Duke of Edinburgh awards.</p> <p>To organise expeditions including route planning and allocation of assessors, organising kit, assessor expenses, booking and driving minibuses, and organising pupil transport.</p> <p>To book accommodation well in advance (about 1 year) including Youth Hostels, campsites, and contacting landowners where necessary.</p> <p>To use existing school systems for trips to ensure that expeditions and Adventure Learning opportunities are safely and appropriately managed.</p> <p>To share in the effective management of the budget for DofE Expeditions to maximise the cost-effectiveness of funds for resources and provide the best overall experience.</p> <p>To support the Gold and Silver training team by supporting training sessions in school and attending expeditions as an assessor, supervisor and trainer.</p>	20%

2	<p>Adventure Club</p> <p>To develop the strategy for the delivery of adventure learning through Adventure Club as an extracurricular activity, including the opportunity to develop pupil agency as a key component of this work.</p> <p>To lead and manage the expanding Adventure Club programme including:</p> <p>Delivery of activities on day trips and extended expeditions; weekly climbing sessions at EICA, Eden Rock and local Outdoor Craggs.</p> <p>Delivery of a range of adventurous activities and training including skills courses, Mountain Days, and residential opportunities for pupils and staff.</p> <p>Administer and deal with all bookings, consent forms and extras payments for Adventure Club trips. To use existing school systems for trips to ensure that expeditions and Adventure Learning opportunities are safely and appropriately managed.</p> <p>Liaise with pupils, parents and staff over opportunities and information.</p>	20%
3	<p>Aspire Curriculum</p> <p>To develop and deliver a coherent programme of activities in line with the aspire curriculum vision including activities such as climbing, orienteering and hillwalking sessions as part of senior school games and activities.</p> <p>To develop and deliver an outdoor-based educational pathway for senior school pupils providing them with formal qualifications and NGB awards in their chosen activities.</p>	10%
4	<p>Nurture</p> <p>To develop, manage and deliver outdoor-based nurture sessions for children with additional needs across the senior school to increase confidence, self-esteem and develop positive behaviour and social skills.</p> <p>In conjunction with the Educational and Community Partnerships Manager liaise with state schools in the area to provide access to Adventure Learning opportunities such as Nurture, D of E Expeditions and the wider adventure programme. This activity is predicated on further funding becoming available or the ability to timetable it with our existing activities.</p>	15%
5	<p>S3 Projects and S1 Orientation</p> <p>To support teaching staff on Projects by delivering activities and providing technical support throughout.</p> <p>To develop and share in the leadership of S1 Orientation by developing and agreeing the detailed programme with the outside provider and the Head of Lower Years and their team.</p>	20%

	To liaise with project leaders and assist with the planning and administration of S3 Projects.	
6	Adventure Learning Development Assist the Adventure Learning Manager with the development of Adventure Learning across the senior school.	10%
7	Staff Training To develop a programme of training and development which raises staff skill and confidence in the outdoors and in turn increases participation in D of E, Projects and other adventurous activities at GWC.	5%
Key Contacts and Working Relationships:		
<p>Build and maintain effective relationships with a range of internal and external individuals and stakeholders, including: DHT Enrichment and Achievement, Adventure Learning Manager, other members of the Adventure Learning team, S3 Project leaders.</p> <p>Work closely with Enrichment Support Coordinator to expand and deepen the opportunities available to pupils to realise their commitment to service and social action.</p> <p>To work closely with the DHT Enrichment, Adventure Learning Manager to provide a range of extra-curricular opportunities that will enable pupils to flourish and help to provide them with enthusiasms and skills for life.</p>		
Planning and Organising:		
<p>Devising and implementing protocols surrounding the Duke of Edinburgh and Adventure Club programme, improving and building on good practice in this area. Working to avoid jeopardy or exposure to risk on behalf of the school and its pupils.</p> <p>Arranging internal and external meetings with relevant staff, pupils and parents.</p>		
Problem Solving and Decision Making:		
<p>Handle a mixture of both routine and complex challenges from pupils, former pupils, and parents. Analysing their requirements and facilitating appropriate and timely responses by using professional knowledge/expertise, seeking advice and/or escalating more complex problems to line manager, as required.</p>		
Resources and Requirements:		
<p>Accountable for the effective spend of a budget of no more than £3000 for any single activity</p> <p>Provide support in terms of strategy, and operational support for the development of Outdoor Learning, Duke of Edinburgh Programme to pupils and leavers at GWC.</p> <p>Operational and organisational support for the development of ongoing outdoor learning projects, embedding outdoor learning across the school.</p>		
Knowledge, Skills and Experience:		
Essential:		

Previous successful experience of working as an Adventure Learning professional in a secondary school or Adventure Learning Centre

Current Scottish or National Governing Body (SGB or NGB) award(s) in land based mountaineering type activities e.g. Mountain Leader, Mountaineering and Climbing Instructor awards (ML, MCI, MICW etc), Climbing Wall Instructor or Rock Climbing Instructor, Single Pitch Award, Winter Mountain Leader, or similar

Current First Aid certificate

Full clean driving licence

Evidence of flexibility and imagination in developing their practice and keeping abreast of the latest developments in Adventure Learning

Excellent interpersonal and communication skills and the proven ability to work with parents, volunteers and colleagues from different disciplines across both Junior and Senior Schools

Previous understanding and knowledge of the Duke of Edinburgh Award scheme

Demonstrable personal commitment to Adventure Learning

Prepared to make a significant contribution to the extra-curricular life of the school

Desirable:

Current water-based Scottish or National Governing Body (SGB or NGB) awards would be an advantage (e.g. canoeing, kayaking, or paddle sports instructor qualification)

Full clean driving with D1 entitlement

NB: D1 training and further NGB training is available for the successful applicant.