

JOB DESCRIPTION

Job title:	HLTA with responsibility for Outdoor Learning
Reporting to:	Member of SLT
Level of Supervision:	Plan own work to ensure the meeting of defined objectives
Hours:	36.5 hours a week, term time only
Grade:	Grade C plus SEN allowance

This role is subject to formal evaluation under the BCC Equal Pay Programme job evaluation process

MISSION

To enable all young people to have the skills, knowledge and experiences to lead meaningful and enjoyable lives, and optimise lifelong opportunities.

VISION

We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.

We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

Purpose of Job:

- To assist in the strategic oversight of the programme, and to review and amend the school development plan as part of an ongoing commitment to growing the Outdoor Education Programme.
- To plan and prepare outdoor education sessions to be delivered to a range of pupils, and to contribute to developing a standalone curriculum.
- To work closely with relevant teachers and support staff to ensure that the School's outdoor education programme is varied, safe, exciting and motivational.
- To manage the equipment and resources, planning and booking courses and camps and completing all returns to the necessary authorities.
- To provide, as necessary, active support with the delivery of the D of E programme, and to be available to attend trips as appropriate (NB It is not a requirement that the post holder attends all trips in the year).
- To seek and run opportunities for pupils to work alongside and compete with pupils from other schools.

Key Responsibilities

- Lead for outdoor Education and activities
- Developing and running age appropriate outdoor education programmes in agreement with the Senior Leadership Team
- To assist in ensuring all staff involved in activities, within areas of responsibility, are appropriately trained and qualified.

- To work collaboratively with relevant members of the academic staff, support staff, pupils and parents, as appropriate, and ensure that information is clearly communicated.
- To assist with the planning and delivery of various initiatives of the outdoor education programme.
- To look for opportunities to widen interest and pupil engagement in outdoor education.
- To plan and lead out of hours activities including Summer Schools.
- To develop and support delivery of a residential trips' programme.
- To maximise opportunities to support pupils' personal development and to help pupils to develop age appropriate skills (e.g. Leadership) and personal attributes.
- To promote and publicise outdoor activities and achievements; to help develop the outdoor education presence on the School's website and other relevant on-line and social media platforms e.g. Twitter); to be available to showcase activities at events such as open days and evenings.
- Duke of Edinburgh Award
- To assist with managing and developing the delivery of the Duke of Edinburgh Award scheme in association with the Award Leaders.
- To assist with John Muir awards for students.

General

- To manage the Outdoor Education resources, including equipment purchase and storage
- To assist in the development and implementation of all relevant Health and Safety measures, including ensuring Risk Assessments are in place across all areas of responsibility.

All staff at Uffculme:

1. have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. ensure their tasks are carried out with due regard to Health and Safety
3. participate in appropriate professional development including adhering to the principle of performance management.
4. adhere to the ethos of the school
5. promote the agreed vision and aims of the school
6. set an example of personal integrity and professionalism
7. attend appropriate staff meetings and parents evenings across all three sites
8. carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

	<ul style="list-style-type: none"> Supporting colleagues to develop confidence in Learning beyond the Classroom 	
Skills & Ability e.g. written communication skills, dealing with the public etc.	<p>*Delete if not applicable</p> <p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <ul style="list-style-type: none"> Excellent communication skills when dealing with pupils, staff, parents and external organisations. Ability to work effectively both as part of a team and also independently. Ability to prioritise effectively. Excellent ICT skills. Leadership skills and experience. Motivational skills to encourage participation in activities. Working knowledge of DofE. Knowledge of planning software such as Viewranger, Memory Map etc. Ability to offer training to pupils and staff and potential knowledge of UK MT award schemes. 	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Training	Willingness to undertake further professional training as appropriate	AF/I
Other	<ul style="list-style-type: none"> Flexible with a 'can-do' approach and able to work effectively without direct supervision. A good sense of humour. Ability to build strong relationships with key staff across Uffculme School. Personal resilience 	AF/I AF/I AF/I AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: C Stubbs (Headteacher)

Date: January 2026
