



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – OUTDOOR PURSUITS INSTRUCTOR

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We are seeking a qualified and experienced Outdoor Pursuits Instructor to lead our Outdoor Pursuits programme with passion and energy. The successful candidate will lead, deliver, and further enhance, our well-established Duke of Edinburgh (DofE) Award scheme programme for pupils in Years 10 to 12, lead and oversee the School's indoor climbing provision and develop appropriate introductory Outdoor Pursuit opportunities for the development of pupils in Years 7 to 9.

Reporting to our Assistant Head (Co-Curriculum), the successful candidate will be a strong outdoor instructor with excellent organisational skills and proven experience in planning and delivering DofE and adventurous training expeditions. The successful candidate will inspire and engage pupils and create meaningful and challenging experiences that build resilience, teamwork and encourage personal growth.

Working Pattern and Hours

The role of Outdoor Pursuits Instructor is a part-time, year-round position, working the equivalent of 15 hours per week (averaging 2 days per week) based on a total of **104 working days per annum**. A standard working day is 08.30 to 16.30, inclusive of a 30-minute unpaid lunch break. The 104 annual working days include all duties associated with the role, including expeditions, administration, and Professional Development Days (PDDs) scheduled within the School calendar.

Working Arrangements

Working days will be allocated flexibly across the year, in consultation with the Assistant Head (Co-Curricular), to meet the operational requirements of the role. This will typically include:

- Approximately 30 days supporting and leading expeditions;
- Approximately 69 days allocated to planning, administration, and preparation;
- 5 Professional Development Days (PDDs).

The role will require:

- Planning, coordinating, and leading expeditions, often during weekends and school holiday periods;
- Flexible working patterns to support the seasonal nature of outdoor pursuits provision;
- Occasional evening working, including attendance at events such as the DofE Awards Evening.

Whilst expeditions currently take place predominantly between **May and August**, the School reserves the right to vary the scheduling of activities to meet future operational needs.

Key Requirements:

- Hold a Mountain Leader (ML) or Wild Country Open Moorland qualification
- Previous experience of organising DofE and adventurous training expeditions
- To be a DofE Award scheme assessor and expedition leader
- Knowledge of the requirements of the DofE Award scheme across Bronze, Silver and Gold
- Outdoor First Aid Qualification/s (*or a commitment to obtain this within 4 months of appointment*)
- Full, clean driving licence, ideally with experience of driving vehicles larger than a car

	<ul style="list-style-type: none"> • A D1 category licence <i>(or a commitment to obtain this within 1 year of appointment)</i> • MiDAS training and pass a minibus driver medical <i>(or a commitment undertake this upon appointment)</i> • Qualifications in climbing wall instruction <i>(or a commitment to achieve this upon appointment)</i> <p>How to apply:</p> <p>Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the 'Work With Us' page of our school website or directly at https://mynewterm.com/school/The-Portsmouth-Grammar-School/116583</p> <p>Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk or alternatively to Mr Mike Murray, our Assistant Head Co-Curriculum, at m.murray@pgs.org.uk</p> <p>The closing date for receipt of applications is midday on Friday 3rd July 2026 and interviews will be scheduled to take place on the school site on Thursday 9th July 2026.</p> <p>Candidates are encouraged to apply as soon as possible as early applications are welcome, and we reserve the right to interview and appoint prior to the closing date.</p> <p>The start date will be September 2026 or as soon as possible thereafter.</p>
Line management responsibility for	This role has no line management responsibility.
Main duties and responsibilities	<p>The Outdoor Pursuits Instructor is line managed by the Assistant Head Co-curriculum and is required to:</p> <p>Lead our Outdoor Pursuits programme to include a requirement to:</p> <p>Lead, deliver and further enhance our DofE Award scheme:</p> <ul style="list-style-type: none"> • Promote DofE Award scheme to pupils in Years 10 upwards and encourage applications. • Guide and support pupils in the selection and organisation of suitable activities for the Skill, Volunteering, Physical and Residential sections of the Awards. • Guide and motivate pupils, through regular contact, to set themselves challenges as they work towards the

- completion of the Award; fostering an attitude of 'stretching to achieve' rather than 'ticking a box'.
- Communicate arrangements, expectations and conditions to parents as well as pupils and field questions and problems.
 - Conduct DofE related administration, to include:
 - Overseeing administration of eDofE platform and monitor for Bronze, Silver and Gold Awards.
 - Deal with eDofE problems and correspondence to include hastening eDoE submissions when necessary.
 - Support pupils in their use of eDofE.
 - Allocate teams of pupils to Leaders.
 - Organise and oversee practice and qualifying DofE expeditions to include administration, preparation and execution, such as, but not limited to:
 - Plan and deliver a training programme to prepare pupils for Expeditions
 - Conduct in-school training where required
 - Conduct of route planning and recce for practice and assessed expeditions.
 - Select campsites.
 - Ensure sufficient qualified staff are available for supervision of training and assessed expeditions.
 - Coordinate assessors.
 - Maintain regular communication with leaders to monitor progress of groups and ensure pupils only go forward for assessment when they are adequately prepared.
 - Provide information for the preparation of approval documentation.
 - Complete PGS Planning forms and Risk Assessments, as required
 - Liaise with external agencies and approved activity providers, as required
 - Organise trackers for use in expeditions where required
 - Maintain and keep records of the inventory of kit required for expeditions.
 - Plan and lead practice and assessed expeditions, leading on incident response as required, to include pupil illness, injury, lost pupils
 - Conduct in-school training where required
 - Respond appropriately to any incident that may occur on expeditions, e.g. pupil illness or injury, lost pupils
 - Plan and deliver our annual DofE awards evening, including, but not limited to, organising a guest speaker, awards and the event programme

Commented [M(1): @Joanne Riches (JCRI)]Why is this in yellow?

Commented [MR2R1]: I couldn't see it included in your draft of the JD but understand it to be a requirement of the role. What are the requirements of organising this event?

Commented [M(3R1): @Joanne Riches (JCRI)] - I have edited and included.

Planned expedition dates for academic year 2026-2027
Bronze training day and practice weekend for Year 10 pupils (4 days) <i>Training 24th-25th April 2027, Assessed Expedition 19th-20th June 2027</i>
Silver practice and assessment for Year 11 pupils (6 days) <i>Practice 26th-28th June 2027, Assessed Expedition 3rd-5th July 2027</i>
Gold practice and assessment for Year 12 pupils (13 days) <i>Training 22nd-23rd May 2027, Expedition package 9th-18th July 2027</i>

Lead and oversee the School's climbing provision

- Lead and oversee the school's climbing provision.
- To run a climbing club that offers regular climbing opportunities for senior school pupils during lunchtimes and/or after-school sessions.
- To be responsible for the maintenance, safety, and risk management of the school's climbing wall and associated equipment, ensuring it is suitable for use by both senior and junior school pupils.
- Organise and facilitate staff training in safe use of the climbing wall, as required.

Develop appropriate introductory Outdoor Pursuit opportunities for the development of pupils in Years 7 to 9

- Develop and implement an Outdoor Programme for Years 7–9.
- **Years 7–9 Expeditions (4 days)**, to include requirements to:
 - Advertise expeditions to pupils and invite applications
 - Communicate arrangements, expectations and conditions to parents and pupils
 - Conduct expedition related administration, preparation and execution to include; training, planning forms, risk assessments, liaison with external agencies, equipment and maintenance of records.
 - Respond to incidents

Additional Responsibilities:

- Manage and act as custodian of the Outdoor Pursuits Centre (OPC), ensuring the husbandry and accurate accounting for OP equipment for school-run activities.

Commented [M(4)]: This is new

Commented [M(5R4)]: Years 7-9 - you are correct

	<ul style="list-style-type: none"> • Purchase, issue and maintain all equipment, as required <p>A six-month probationary period will apply to this appointment to the support staff of the school.</p> <p>Any other duties as may be reasonably required by the Head or Bursar from time to time.</p>
Safeguarding responsibilities	<ul style="list-style-type: none"> • The role is based on the main school site and will involve working with pupils on a daily basis and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
Benefits	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>The pro-rata salary for this part-time role will be set at a point on the support staff pay scales in a range depending upon the qualifications and experience of the successful candidate. The FTE salary range which applies is expected to be in the range £30,549 to £33,882 per annum. Based on this range, the pro-rata calculation is £12,219 to £13,552.</p> <p>The salary offer will be confirmed to the successful candidate following the selection process and may be discussed further at interview.</p> <p>Key financial benefits of employment at PGS include:</p> <ul style="list-style-type: none"> • A generous salary structure • School fees remission is available to eligible employees following successful completion of a six-month probationary period, subject to criteria and approval; applied pro rata for part-time staff • For eligible employees, pension provision is offered through either the NEST or AVIVA scheme, both of which operate on a salary sacrifice basis • Non-contributory death-in-service policy calculated at 3 times annual salary <p>Other key benefits include:</p>

	<ul style="list-style-type: none"> • Cycle to Work Scheme • Free use of the school's Sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • A staff parking on site on a first come first served basis <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p>
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Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A good standard of education, with excellent spoken and written English • Mountain Leader or Wild Open Moorland qualification • Full clean driving licence 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • D1 and MIDAS training to drive school minibuses • At least one National Governing Body outdoor qualification • Current Outdoor First Aid qualification or a 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary

- Commented [MS6]: Suggest this is moved to desirable as otherwise you cannot appoint without it
- Commented [M(7R6)]: JIL says this is essential - otherwise we will have to use outside providers for Gold and Silver DoE
- Commented [P(8R6)]: This is essential or no expeditions can go to Dartmoor/Exmoor/Brecons/LD or Snowdonia. Qualification is based upon altitude.

	<ul style="list-style-type: none"> • Qualification to deliver instruction on a climbing wall or a commitment to gain this qualification 	willingness to work towards such a qualification	
Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of delivering the DofE Award Scheme and Adventurous Training expeditions • Experience leading expeditions • Experience of working in a team • Experience of working with databases, management systems and digital resources 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Experience of leading and collaborating with colleagues 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • The ability to work well in a team • Highly organised and with excellent attention to detail • A flexible and proactive attitude to the role • Exceptional communication skills and ability to engage effectively with all DoFE stakeholders • Excellent time management skills, to be able to plan and manage workload including the ability to prioritise • Strong IT skills including Microsoft Office with a willingness to learn other software packages as required • Ability to remain calm in a busy school environment • Ability to work with discretion and maintain confidentiality at all times • Ability to follow instructions safely and effectively to ensure a safe working environment 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training • A willingness to develop knowledge to support all areas of provision 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to work collaboratively across departments and support functions • ability to develop positive relationships with staff, parents, pupils and outside agencies • willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives • professional manner with the ability keep calm at all times, even when under pressure • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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