



# GREENWOOD ACADEMIES TRUST

## JOB DESCRIPTION

Post Title: OUTDOOR LEARNING & PE INSTRUCTOR

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated Outdoor Learning & PE curriculum for pupils aged 4-16 , supporting curriculum design across subject areas
- To monitor and support the overall progress and development of pupils as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Physical demands

- The role involves working directly with children including bending, kneeling and crouching for periods of time.
- It may also involve occasionally lifting or holding children during planned activities, and may include toileting duties.
- The Outdoor & PE curriculum requires that a broad range of activities, including outdoor play, should be made available for children to access daily, so the role will involve working outdoors in the Forest School Area and other outdoor areas.
- Lifting and carrying of equipment, and bending and clearing away after sessions are all a daily part of this role, sometimes assisted by the children.

Working conditions:

- Work involves working mostly outdoors, within the school environment,
- including leading facilitating in an outside environment.

Reporting to: Curriculum Lead/Phase Leader

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: The Chief Executive/Executive Principal/Principal/Head of School/deputy headteachers, teaching/support staff, external agencies and parents.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

MAIN (CORE) DUTIES: To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.
- To contribute to the department's team's development plan and its implementation.

- To plan and prepare courses and lessons.
- To contribute to whole Academy planning activities.

Curriculum provision: To assist the Head of Department/Assistant Headteacher to ensure that the curriculum area/year team provides a range of teaching that complements the Trust's strategic objectives.

Curriculum development: To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives

- Staff development:
- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
  - To continue personal development in the relevant areas including subject knowledge and teaching methods.
  - To engage actively in the Performance Management Review process.
  - policies for communications in the Trust.

- Marketing and liaison:
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
  - To contribute to the development of effective subject links with external agencies and other schools.

Pastoral system:

To be a form tutor/class teacher to an assigned group of pupils.

- To promote the general progress and well-being of individual pupils and of the group as a whole.
- To liaise with the director of achievement/year head/Assistant Headteacher to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.

- Teaching:
- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
  - To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
  - To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.

- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
  
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any TAs or LMs allocated to pupils in your classes.
  
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- To jointly plan with any TAs or LMs allocated to pupils in your classes

Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post as delegated by your line manager.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description

PERSON SPECIFICATION:  
SKILLS (essential)

- Good organisational skills
- Excellent communication skills both written and particularly verbal within a wide age range
- Ability to work in a team

PERSONAL QUALITIES (essential)

- Self-motivation
- Flexibility
- Love of the outdoors

EXPERIENCE (desirable)

- Relevant experience or working in the formal education sector or in the voluntary sector with children and young people
- Experience of working with children and young people in the woodland environment

KNOWLEDGE (desirable)

- A good general knowledge of wildlife and conservation issues
- A knowledge and understanding of woodland ecology and landscape history
- An understanding of Health & Safety requirements and welfare issues of working with
- young children
- First Aid Certificate
- PE/Sports Coaching qualifications Level 3 or equiv
- Forest School Leaders Level 3 qualification or bushcraft equivalent or a willingness to gain the relevant qualification
- Qualified Teacher Status or a willingness to gain the relevant qualification



