



**SOLIHULL**  
**ALTERNATIVE PROVISION**  
**MULTI ACADEMY TRUST**

## **Job Description**

<b>Job Title:</b>	<b>Outdoor Education and Duke of Edinburgh Instructor</b>
<b>Location:</b>	Daylesford Academy Lyndon Rd, Solihull B92 7QW
<b>Salary Band:</b>	Band C, point 8 – 14: £26,824 - £29,540 per annum (Actual: £13,983 to £15,399 per annum)
<b>Contract:</b>	Permanent, Part Time: 3 days (22.5 hours) per week, Term time only plus Inset Days (39 weeks work, 44.7 weeks paid)

### **Role Overview**

We are seeking an enthusiastic, resilient, and inspiring Outdoor Education (including Forest School) & Duke of Edinburgh (DofE) Instructor to join our Daylesford Academy family. This role is ideal for someone who believes in the power of the outdoors to transform young people's confidence, wellbeing, and engagement with learning. You will design and deliver high-quality outdoor learning experiences, develop and maintain the lead DofE programmes, and support students who may have experienced barriers to success in mainstream education.

Your work will help young people develop essential life skills, build positive relationships, and discover new strengths in a supportive, trauma-informed environment.

### **Key Responsibilities**

#### **Outdoor Education & Forest School**

- Plan and deliver engaging outdoor learning / forest school sessions tailored to a range of abilities and needs.
- Facilitate activities such as bushcraft, navigation, team-building, environmental education, climbing, water-based activities, and outdoor fitness.
- Promote positive management of behaviour in the Forest School/outdoor, outdoor learning environment; establish routines and boundaries to ensure the safety and good behaviour of the children.
- Develop and manage the forest school area including promoting sustainable projects.
- Ensure all sessions are safe, inclusive, and aligned with the Daylesford Academy's curriculum and therapeutic approach.
- Promote personal development, resilience, and positive behaviour through experiential learning.
- Maintain equipment, manage resources, and ensure all activities meet health and safety requirements.

### **Duke of Edinburgh Award**

- Lead, coordinate, and deliver all aspects of the DofE programme (Bronze/Silver/Gold depending on provision).
- Support students in completing their Volunteering, Physical, Skills, and Expedition sections.
- Plan, organise, and supervise training walks, practice expeditions, and assessed expeditions.
- Liaise with DofE regional offices, assessors, and external partners.
- Track progress, maintain accurate records, and celebrate student achievements.

### **Pastoral & Behaviour Support**

- Build strong, trusting relationships with young people who may have SEMH needs, low confidence, or disrupted educational histories.
- Use trauma-informed and restorative approaches to support behaviour and emotional regulation.
- Work closely with teachers, mentors, and external agencies to ensure holistic support.
- Contribute to individual learning plans, risk assessments, and safeguarding processes.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

### **Safeguarding of Children Young people and Vulnerable Adults**

To be aware of and work in accordance with the Academy's safeguarding child protection policies and procedures to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during duty.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher, Director of Education or the incumbent of the post.

