



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Outdoor Education Tutor (HLTA)

The Heights Burnley





A message from the Headteacher

Thank you for expressing an interest in the position of Outdoor Education Tutor at The Heights, Burnley.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Outdoor Education Tutor to join a newly opened school at an exciting stage of its journey.

We are an age 5-16, 150 place alternative provision school in Burnley. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a 150 place school, part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights, Burnley our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 96% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact dbury@theheightsburnley.com



Mrs N Lewis
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Job Title

Hours:	37 hours per week
Weeks Worked:	39 weeks per year
Start Date:	ASAP
Salary:	SCP 19-25 (actual salary £23,850.60 to £27,419.80)

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed Outdoor Educations Tutor. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

To tutor classes in Outdoor Education and as designated within an agreed framework of syllabus, styles and procedures including:

- Preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set.
- To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills.

What are the job requirements?

- To assist with the organisation and running of the outdoor education programme to include trips and excursions, DoE expeditions and activity sessions.
- To accompany trips and excursions as part of this programme, including weekends/overnights.
- To assist with activities on induction/taster days and open days.
- To Maintain the outdoor education stores and equipment to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To maintain records of all work or repairs undertaken in the outdoor education stores and to advise the School Business Manager of any concerns regarding equipment.
- To attend staff briefings and meetings and to be familiar with all school routines and policies.
- Prepare lesson plans and the equipment needed in advance of the lessons.



- Provide assessments for students and adapt lesson plans based upon the ability of the group.
- Provide a safe and engaging environment for young people to thrive.
- Use sport to develop and mentor young people in a positive way.
- Work within a school environment, building a rapport with the students and creating strong relationships with other members of staff.

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing

Closing date: 24th February 2023 at 12.00pm

Interview date: w/c 27th February 2023

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Outdoor Education Tutor

JOB DESCRIPTION

Job Title:	Outdoor Education Tutor
Reports to:	Deputy Head Teacher
Grade	SCP 19 – 25

JOB PURPOSE:

To tutor classes in Outdoor Education and as designated within an agreed framework of syllabus, styles and procedures including:

- Preparing and delivering lessons according to agreed schemes of work and keeping accurate records of work and independent learning set.
- To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To assist with the organisation and running of the outdoor education programme to include trips and excursions, DoE expeditions and activity sessions.
- To accompany trips and excursions as part of this programme, including weekends/overnights.
- To assist with activities on induction/taster days and open days.
- To Maintain the outdoor education stores and equipment to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To maintain records of all work or repairs undertaken in the outdoor education stores and to advise the School Business Manager of any concerns regarding equipment.
- To attend staff briefings and meetings and to be familiar with all school routines and policies.
- Prepare lesson plans and the equipment needed in advance of the lessons.



- Provide assessments for students and adapt lesson plans based upon the ability of the group.
- Provide a safe and engaging environment for young people to thrive.
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Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

PERSON SPECIFICATION

Job Title:	Outdoor Education Tutor
Reports to:	Deputy Head Teacher
Grade:	SCP 19 - 25

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	Demonstrable levels of numeracy/literacy equivalent to GCSE (A-C) or NVQ Level 3	E	✓	✓
2.	Coaching /instructor qualifications	E	✓	✓
3.	Project management qualification	D	✓	✓
4.	First Aid qualification suitable to the role.	E	✓	
EXPERIENCE				
5.	Evidence of engaging effectively and delivering outdoor activities with young people for at least 1 year	E	✓	
6.	Experience of working with groups of young people in an outdoor education setting	E	✓	✓
7.	Ability to demonstrate an interest in Young People's welfare, and a sense of enjoyment in being with young people	E		✓
8.	Ability to demonstrate Youth Work skills	E	✓	
9.	Evidence of ability to risk assess and deal with complex situations involving groups of young people engaged in a diverse range of activities under a variety of weather and other environmental conditions	E	✓	✓
KNOWLEDGE, SKILLS and COMPETENCIES				
10.	Ability to lead, motivate and organise students.	E	✓	

11.	Ability to work under pressure and to meet conflicting demands within timescale	E	✓	✓
12.	Knowledge & understanding of maintenance practices relevant to equipment and facilities.	E	✓	
13.	Knowledge of health and safety and risk assessing when working within the PE and OAA environments.	E	✓	
14.	ICT literate, in particular in using email	E	✓	
15.	Pro-active with highly developed organisational and time management skills	E	✓	✓
16.	Approachable, courteous and able to present a positive image to students, staff and visitors.	E		✓
17.	Willing to adapt to change and show a flexible approach	E	✓	
18.	Ability and willingness to work constructively as part of a team	E	✓	
19.	Understanding of students with additional educational needs	E	✓	✓
20.	Knowledge and/or interest in a range of sports applicable to the Academy environment	D	✓	✓
21.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	✓	✓
PERSONAL QUALITIES				
22.	A genuine interest in all students and a sensitive attitude to them	E	✓	
23.	Commitment to raising levels of student engagement and to the success of the Academy	E	✓	
24.	Ability to be innovative and creative	E	✓	✓
25.	Approachable, courteous and able to present a positive image to students, staff and visitors.	E		✓
26.	Willing to adapt to change and show a flexible approach	E		✓



Contact

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