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| Service and job specific context statement |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Education and Skills |
| **Post title:** | Head of Outdoor Learning Service |
| **Grade:** | SM2 |
| **Responsible to:** | Assistant Director, Education and Skills |
| **Staff managed:** | Manages a group of managers |
| **Date of issue:** | November 2022 |
| **Job family:** | **SM - Senior Management**  |

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| Job context |
| The Outdoor Learning Service operates two residential centres located in the North York Moors and Yorkshire Dales and aims to deliver motivational learning in inspirational environments. It exists to enable * all children and young people to participate in a range of progressive and creative outdoor learning experiences which are clearly part of the curriculum.
* schools to provide regular, frequent, enjoyable and challenging opportunities for all children and young people to learn outdoors throughout their school career and beyond
* teachers and educators to embed outdoor learning in the curriculum so that learning in the outdoor environment becomes a reality for all children and young people

 It is an education led service, which creates new opportunities for learning, including stronger links with the curriculum​ in order to * enable every child in North Yorkshire to have an opportunity to experience an outdoor residential or day trip which includes real world adventurous activities.
* encourage and inspire a love of nature, adventure and the environment.  Fostering a desire to contribute positively to minimising the effects of climate change.
* build resilience and improve health & well-being in young people by providing a safe environment where children are encouraged to step out of their comfort zone. ​

 The service delivers creative outdoor learning experiences to both residential and day visitors to schools and groups from both within and beyond North Yorkshire. It delivers training to staff in learning outside the classroom, outdoor and adventure learning. The service is developing an increasing proportion of outreach work with schools and disadvantaged children. The service also delivers adventure learning and residential visits to adult and non-school groups. The use of the natural environment is maximised to ensure that real world adventurous activities can be experienced throughout the year in a sustainable manner both within and beyond North Yorkshire. The two centres have their own Outdoor Learning Managers, who are responsible for a team of staff at the centre and retain their own character and expertise whilst operating within consistent systems and standards. Residential visits are facilitated and enhanced through outdoor learning managers, teachers, tutors and trainees providing evening and sleep-in duties to support visiting staff. The service operates as a traded service, operating as full cost recovery and is charged overheads for the other services and support that it receives from the local authority. This role involves spoken communications so a confident use of English language is required.  A satisfactory DBS with barred list clearance is required. The post is a politically restricted post as defined by the Local Government and Housing Act 1989From 1st April 2023 NYCC will be the continuing authority for North Yorkshire Council. |
| Job specifics |
| * To work across, and be a regular presence at, both centres and County Hall when required.
* A flexible attitude to working time will be required. As part of normal working practice in outdoor education, all leadership and teaching staff will be expected to ensure continuous supervision during normal daily programmes, and undertake evening, overnight and expedition work. With other senior staff this post needs to ensure there is 24 hour on call support when groups are in residence and/or activities are taking place.
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| Structure |



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| **Job Description** |

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| Job purpose | To lead the management and development of North Yorkshire County Council’s Outdoor Learning Service, ensuring the service delivers residential and day outdoor learning activities and provides advice and training in relation to all aspects of educational visits in line with aims, objectives, priorities and funding for the council |
| Operational management | * As appropriate represent the service at corporate/strategic groups and at Senior Management level
* Liaise and consult with Professional Associations, where appropriate
* Manage the deployment of staff across service areas to ensure provision of services with agreed KPI’s
* Ensure the continuing professional development of staff across the services.
* Undertake personal and professional development activities as agreed with the Assistant Director.
* Line manage the Outdoor Learning Manager, Business Manager, and Educational Visits Manager and oversee their development
* Ensure that effective performance management and staff development systems are in place and implemented in both centres.
* Lead or assist in the recruitment and induction of all staff as appropriate
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| Communications | * Communicate strong leadership which motivates and inspires the service and education colleagues to secure a shared vision for the service
* Provide the Assistant Director Education and Skills, OLS leadership team and CYPLT with timely, evaluative reports on the impact and development priorities of the OLS
* Ensure that the work of the OLS is promoted and publicised effectively
* Provide high standards of verbal and written communication across all levels including senior professionals, inspectorates, members, customers and voluntary organisations.
* Present information through public speaking at local, regional and national events, ensuring the reputation of the local authority is maintained to a high standard.
* Working with the Corporate and Assistant Directors to investigate and implement business development opportunities including those outside North Yorkshire and helping to drive and embed a more commercial approach across the council
* To prepare reports and advise the Executive, any Committees or Member Working Groups of the County Council, as appropriate, on policy and performance within the remit of this post and such other matters as directed by the Assistant Director
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| Partnership / corporate working | * Work with the Outdoor Learning Managers, Educational Visits Manager, Business Manager alongside the CYPS Health and Safety Risk Manager to ensure best practice in risk management across the service.
* Liaise with other services within CYPS, with schools and settings, and with other partners to ensure that the service is recognised and valued for the contribution it can make.
* Actively promote and support the work of the Local Authority
* Foster, encourage and generate collaborative working between schools
* Lead and develop commercial offer to wider sectors
* Establish and maintain good relationships with National Park Authorities, landowners and the local community.
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| Resource management | * Be responsible as the budget holder for resources in respect of allocated budgets within the Council’s scheme of delegation of financial responsibility.
* Oversee the service in such a way as to protect financial and operational viability by maintaining current levels and securing additional business to maximise income generation.
* Act as lead officer for income generation initiatives associated with commercial development programmes across the service
* Prioritise and allocate staffing to support managers in discharging their responsibilities for meeting the needs of the service.
* Develop and maintain an innovative and responsive approach to the management of resources having regard to the need of economy, efficiency and effectiveness.
* Lead and manage the senior leadership team through the establishment and promotion of service and individual objectives, service performance plans, priority setting, target setting, reviews and performance appraisal. Ensure that they are consulted, supported, motivated, appraised, trained and developed (including continual professional and personal development) to enable them to fulfil their roles effectively and to the highest standards possible in order to meet current and future designated service needs.
* Support the delivery of corporate initiatives in delivering transformational change, through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development.
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| Systems and information  | * Ensure that all service systems including emergency planning, risk management, Health and Safety, staff qualifications and approvals records represent best practice.
* Ensure that the service captures accurate feedback from customers and continues to develop systems to measure the impact of its work.
* Comply with legislation and the County Council’s policies and supporting documentation in relation to Data Protection, Information Security and confidentiality.
* Use technology to collate, analyse and report on performance information to members and senior managers.
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| Strategic management  | * Lead the OLS service to ensure its continued development as a nationally, regionally and locally recognised provider of high quality Outdoor Learning
* Continue to develop the range of residential, outreach, curriculum support and CPD and educational visits support offered by the service to ensure it is a viable traded service.
* Ensure the development, implementation and monitoring of a service development plan and centre plans which support the priorities of the Children and Young Peoples Plan.
* Develop and maintain effective and beneficial partnerships with schools, other local authority services and other Outdoor Education providers
* Ensure that the two OLS centres and the educational visits team operate with consistent aims, standards and procedures and adopt best practice approaches to risk management.
* Provide expertise to the Education and Skills service and Children and Young Peoples Service as required
* With the Outdoor Learning Managers, lead the development, monitoring and evaluation of impact of the programmes and training offered by the service
* Ensure that the service complies with all legislation and regulation (and changes thereto) relating to the postholder’s strategic responsibilities
* Aim to make sure that services are provided fairly and inclusively to all sections of our community, and that all our existing and future employees have equal opportunities.
* Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.
* Ensure that the service complies with all Health and Safety, licensing and National Governing Body requirements for the activities it undertakes.
* Ensure that all staff adopt best practice approaches to risk management.
* Be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
* Work with colleagues and others to maintain health, safety and welfare within the working environment.
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| Safeguarding | * Be responsible for promoting and safeguarding the welfare of children and young people
* Take appropriate and considered action in any circumstances where the safety and/or welfare of children and young people may be at risk
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* In depth knowledge of current best practice in outdoor and adventure activities.
* Understanding of effective outdoor teaching and learning
* Knowledge of relevant statutory requirements and health and safety management
* Understanding of organisational structures and how effective management arrangements support good educational provision
* Knowledge and understanding of Ofsted frameworks and how they apply to the context of Outdoor Learning services
 | * Knowledge and understanding of current curriculum and educational initiatives
* Knowledge of the current needs and practice of settings, primary, secondary and special schools and services for young people
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| Experience* Recent proven leadership and management responsibilities at a senior level within a large local authority, college or training organisation
* Wide and current experience in teaching outdoor education
* Proven and effective experience of the management of people and resources in a changing environment.
* Financial Management of significantly large and complex budgets, including managing income streams with considerable variations
* Leading work with partners on issues of mutual interest, which require building collaborative partnerships
* Experience of strategic planning, policy development and implementation
* Experience preparing and presenting reports to senior boards, for example governors, elected members or senior management teams, including the ability to present complex issues in an understandable manner
* Good understanding of the delivery of performance management that supports strategic and operational targets
* Experience of promoting and safeguarding the welfare of pupils
* Working knowledge of the needs of SEND pupils in relation to outdoor learning
 | * Experience of teaching and learning in schools
* Experience of working in a commercial environment
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| Occupational Skills* Highly developed leadership style and skills, suited to a commercial management environment
* Ability to support the development of strong high performing teams embracing an agreed vision and culture
* Highly effective influencing and negotiating skills
* Highly effective interpersonal skills enabling working with a wide variety of different people from a wider variety of different organisations
* Ability to lead and motivate colleagues in adapting to change in challenging circumstances
* Inspiring, influencing and negotiating skills
* Good planning, organisational and prioritisation skills
* High level of presentation skills and clear understanding of the need to use different approaches with different groups of people
* Clear thinking and ability to be decisive under pressure
* Numeracy and ability to manage a complex budget
* Strong communication skills including clear and concise verbal and written skills
* Appropriate ICT skills to effectively lead and manage a complex service ensuring good lines of communication in a variety of appropriate mediums
* High level data analysis and analytical skills and an ability to tailor interpretation of data to suit the audience
* Ability to work to deadlines
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* Two or more of the desirable qualifications
 | * Leadership or business management qualification
* ML, SPA and UKCC/BCU coach level 2
* IOSH Health and safety training · MIDAS (minibus)
* Higher level outdoor leadership or instructor qualifications
* Qualified Teacher status
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| Other Requirements* Ability to travel across the county and work from both centres and County Hall
* Ability to attend meetings outside of normal business hours
* Understanding of equality and diversity issues and an ability to challenge discrimination
* The post is exempt under the Rehabilitation of Offenders Act and subject to DBS checks and references prior to interview
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.