



Bristol  
Grammar  
School



Life changing

## Job Description Head of Outdoor Education

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425



## **Job Description for Head of Outdoor Education**

**Post:** Head of Outdoor Education

**Line Manager:** Assistant Head

**Start date:** Immediate

### **Outline of Department**

Bristol Grammar School has a long-standing and vibrant tradition of outdoor and adventurous learning, embedded within the wider educational experience of our pupils. The School is exceptionally well-resourced to support a diverse range of activities, with facilities that include an indoor climbing wall, a fleet of eight kayaks, dedicated forest school areas, and an extensive collection of camping equipment.

Our Outdoor Education provision is underpinned by a highly experienced and qualified staff team, which includes individuals holding awards such as International Mountain Leader (IML), Mountain Leader (ML), Walking Group Leader (WGL), Single Pitch Award (SPA), and British Canoeing coaching qualifications. Pupil engagement in outdoor education is both broad and enthusiastic. Each year, more than 120 pupils in Year 9 participate in the Bronze Duke of Edinburgh's Award, and around 60 successfully achieving Gold level annually.

Beyond these programmes, the School also offers opportunities for competitive climbing, with several pupils climbing at a high level. Notably, members of the pupil body have represented national youth climbing teams, with recent individuals sponsored by leading brands in the field such as La Sportiva.

This dynamic culture of participation, combined with expert staffing and strong institutional support, ensures that Outdoor Education remains a distinctive and valued part of life at Bristol Grammar School.

### **Purpose of Job**

The Head of Outdoor Education will be responsible for developing and implementing a cohesive whole-school strategy for Outdoor Education that spans ages 4 to 18, with a clear focus on fostering character development, leadership, resilience, and wellbeing. They will lead the creation and delivery of a five-year development plan to ensure sustained growth and innovation within the programme. A key aspect of the role will involve identifying and establishing outreach opportunities, forging meaningful connections with external organisations and the broader community. Through this strategic vision and engagement, the post holder will play a central role in advancing the school's ambition to build a national reputation for excellence in outdoor learning. The role requires collaboration with other co-curricular leaders at the School to provide balance to pupils' experience and maximise opportunities for children beyond the classroom.

### **Duties and Responsibilities**

#### **Strategic oversight of Outdoor Education**

- Define clear objectives to develop skills, challenge levels, and personal responsibility as pupils progress through BGS.
- Deliver a cohesive Outdoor Education programme that inspires engagement through on-site and off-site activities, experiences and expeditions.
- Ensure seamless skill development across the Infant, Junior, and Senior Schools through coordinated planning and collaboration.
- Lead innovation in outdoor education, advising SLT on emerging opportunities, initiatives, and investment priorities.

### **Programme Design & Delivery**

- Plan and lead major school-wide Outdoor Education experiences, including:
  - Year 7 Camp
  - Year 8 Outdoor Experience
  - Local and International Adventures for Year 10 pupils
  - Development of overseas and UK adventurous experiences for pupils up to Sixth Form
- Collaborate with the Head of Activities, Clubs and Enrichment, Head of Year 7 and the Director of Sixth Form to deliver an engaging, skills-based programme of outdoor challenges and leadership experiences.
- Develop inclusive teambuilding activities for all year groups across the school.

### **Trip Oversight & Risk Management**

- Provide leadership, support and quality assurance for all outdoor-related trips including those led by other qualified staff such as:
  - Duke of Edinburgh Award (DofE) – Bronze & Gold
  - Ten Tors
  - 'Outside the classroom' curriculum-linked trips
- Act as Education Visits Coordinator (EVC) for Outdoor Education, working with the whole school EVC, to ensure safe, well-planned and enriching activities (training will be provided).
- Develop and implement robust risk assessments and operational plans.
- Mentor and advise staff leading trips and gaining outdoor qualifications.

### **Operations & Compliance**

- Oversee Outdoor Education administration, including:
  - LOTC and Adventuremark accreditation
  - Equipment control and maintenance
  - Staff qualification tracking and CPD coordination
  - Budget management and trip logistics
- Commission and evaluate external providers, ensuring alignment with school values and safety standards.
- Manage transport logistics for all outdoor activities.
- Support the administration of DofE or similar internal schemes.

### **Staff & Student Development**

- Organise and support:
  - Year 9 teambuilding courses
  - Progression pathways for students interested in outdoor qualifications or careers
- Mentor staff and facilitate CPD for those seeking outdoor education qualifications
- Contributing to staff appraisals as required
- Act as a technical advisor to staff and a role model for adventurous learning.

### **Resources & Equipment**

- Ensure effective oversight of outdoor education kit, ensuring safety, availability and suitability for all planned activities.

### **Other**

Any other task or activity as reasonably requested by management

- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures
- Ensure effective oversight of outdoor education kit, ensuring safety, availability and suitability for all planned activities.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

## Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

|                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualified to Mountain Leader (or equivalent) standard                                                                                                                                        |
| Hold a portfolio of outdoor qualifications including water sports, climbing, cycling; including one or more of these at a higher level (e.g. Winter ML, Mountaineering/Climbing Instructor). |
| A full driving licence, ideally with D1 and trailer entitlements, or the willingness to attend the relevant training to achieve these.                                                       |
| Experience of working with young people (4-18), in an outdoor educational setting in a team leader or management role                                                                        |
| Experience of planning and delivering teamwork/leadership training                                                                                                                           |
| First Aid Qualification – if not held as part of any of the qualifications the candidate already holds, must be prepared to undertake training immediately                                   |

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

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| Experience of providing training courses for adults                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Detailed knowledge of current Health and Safety legislation relevant to outdoor education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Effective administrative and organisational skills                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Excellent communication skills, both orally and in writing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| A willingness to participate in the wider life of the school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| A sense of humour and an optimistic, resilient style when faced with pressure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| The ability to develop good working relationships with all members of the School community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| A well organised and resourceful approach to their work with the ability to work both independently and with a team to deliver successful outcomes                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• Emotional resilience in working with any challenging behaviour</li><li>• Professional attitudes to use of authority and maintaining discipline</li><li>• Understanding of safeguarding and promoting the welfare of young people</li></ul> |

## **Hours and Benefits**

### **Working hours**

Full time (equivalent to 40 hours per week), with annualised hours (2080) to successfully deliver the outdoor education programme. Working arrangements can be discussed further at interview. Applications considered for a full time or part time position.

A typical week during term time will include one to two days week in school for administration, development of the programme, meeting staff and students.

A typical year comprises approximately 25 days on expedition, to include day-walks and expeditions (7 nights UK, 7 nights overseas and during school holidays); these vary with the needs of the programme and development in specific areas.

### **Salary**

The salary will be determined by the Technical and Clerical scale and will be dependent on relevant experience and technical expertise.

### **Pension**

The School will automatically enrol support staff into a "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.

### **Lunch**

School lunch is provided during term time.

### **Education**

At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.

### **Car Parking**

No car parking is provided during term time.

## **Equal Opportunities**

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

## **Application details**

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process.

**The closing date for applications is 21 October 2026.**

**Interviews will be planned for the week commencing 3 November.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Head of BGS' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***