

Job description

Post title: **Outdoor Education Adviser**

Post reference:

Service group: **Engagement and Enrichment - Initiatives and Opportunities – Learning Outside the Classroom Service**

Grade: **Soulbury 4 - 6 plus 3 SPA**

Responsible to: **Head of Learning Outside the Classroom Service**

Base: **Mundella Centre (subject to annual review)**

Issue date: **March 2010**

Job purpose

1. As **Outdoor Education Adviser** manage the statutory function of *advice and approval of outdoor education visits* and support the **Head of Learning Outside the Classroom Service** in the management of **Learning Outside of the Classroom** and its overall contribution to the effectiveness of the **Initiatives and Opportunities** group of services . Consequently, the post holder carries shared accountability and responsibility for the success of **Initiatives and Opportunities** including relevant targets for improvement agreed with the DCFS and the County Council, and those set out in the Children and Young People's Plan.

Core expectations of fourth tier officers

2. To support the corporate work and achievements of the County Council, especially the achievement of the vision, objectives and targets set out in its Strategic Plan.
3. To project a positive image of the County Council to the public, partners and stakeholders, including the DCFS, and to actively promote collaborative working within the local education service.
4. To ensure that the services within his/her remit are of the highest quality. To identify, implement and evaluate changes in areas for improvement so that

the County Council's requirements for customer care, quality and cost-effectiveness of services are met.

5. To manage resources, both human and financial, efficiently and effectively and ensure that business planning for their areas of responsibility allocates resources to meet the objectives and targets set out in the Department's Strategic Plan.
6. To develop and manage the performance of staff, individually and collectively so that the Department's vision, objectives and targets are met and high quality services are provided. To ensure that the performance management standards set by the County Council are met.
7. As a middle manager, act responsibly and establish the trust and confidence in working relationships with staff, elected members, partners and stakeholders. To create a working culture and environment that is efficient, safe, considerate and supportive, and which promotes equality of opportunity.
8. When required, to deputise, represent and act on behalf of the second and third tier officers within ***the Engagement and Enrichment Division*** across the County Council, with schools and their leaders, governing bodies, parents, partners and stakeholders, including the DCFS and other government departments and agencies. When required, attend meetings and join working groups and boards/panels to exercise this function at a local and regional level.

Key responsibilities and accountabilities of the post

Leadership and management: general

9. With other officers within ***Initiatives and Opportunities*** actively to support the Head of Service in achieving the vision, objectives and targets set out in the Department's Children and Young People's Plan, including the LA's statutory targets and targets for improvement in educational performance indicators.
10. To make an active and effective contribution to the formulation of and the decision-making associated with planning and budget making within ***Initiatives and Opportunities***.
11. To maintain high standards of consultation communication and partnership with staff, elected members, stakeholders, including schools and their leaders as set out in the Department's framework for consultation and communication between schools and the LA.
12. To implement effective mechanisms for achieving continuous improvement and maintaining high standards of services through the application of Value for Money and the Department's business planning quality standards.

13. To actively support effective team working within the **LOtC Service and Initiatives and Opportunities** by promoting trust through openness and honesty, active listening, challenge and support.
14. To demonstrate through personal working relationships with staff, elected members, partners and stakeholders a commitment to promoting trust and confidence and to achieving the Department's vision, objectives and targets for improvement.
15. To ensure that personal performance targets focus on the achievement of the service and functional group's objectives and targets, and the promotion of continued professional development.
16. To maintain an up to date understanding, including improvements required in associated skill levels, of key educational issues and developments, education legislation and national policy initiatives related to his/her areas of responsibility.
17. To demonstrate effective communication and influencing skills, both written and oral.

Leadership and management: specific

18. To take **lead** responsibility and accountability for:
 - Advising and monitoring the management of educational/off site visits across Children and Young People's Services
 - Contributing to the development of educational quality and safe practice on such visits
 - Contributing to the continual review and development of the Nottinghamshire policy for educational visits
 - Contributing to the LA overview of Children and Young People's Services visits and helping set priorities for advisory work
 - Addressing school and other CYP settings' enquiries regarding the planning of off site/educational visits
 - Monitoring of school and other CYP settings' visit application forms
 - Training for Educational Visits Co-ordinators, leaders, governors and others concerned with educational/off site visits
 - Visiting schools and other CYP settings to monitor systems and procedures operated by EVC including completion of reports

- Monitoring educational/off site visits as they are underway including completion of reports
 - Visiting and monitoring providers of visits and activities to Nottinghamshire schools and other CYP settings
 - Working with administrative staff to maintain electronic and paper records
 - Contributing to the dissemination of advice to schools and other CYP settings through newsletters, websites and other means
19. For the dimensions identified in paragraph 18, provide expert and credible advice, both oral and written, to the service manager, head of service, service director, staff, schools, other CYP settings, stakeholders, and when appropriate the Corporate Director and elected members.
20. As **Outdoor Education Adviser** ensure that:
- provision for meeting the LOtCS agenda is developed by assisting the service manager
 - service outcomes are kept under regular review and change initiated where necessary
 - services are responsive in their operation, are delivered at best value and with minimal bureaucratic burden
 - national e.g. Ofsted criteria for judging the effectiveness of activities covered by the areas of responsibility are met with quality;
 - business planning meets departmental and corporate quality standards and that progress with implementation of plans is closely monitored and evaluated;
 - budget management and planning complies with financial regulations and the needs of the Department's strategic planning cycle;
 - the Department's quality standards for performance management and communication and consultation are met.

In addition, the post holder will be required to assume any other responsibilities which may reasonably be regarded as within the nature of the post, subject to the provision that normally any significant changes of a permanent nature should be incorporated into the above job description. This job description does not form part of the Contract of Employment.