



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Head of Outdoor Education	Reference: July 2023
Function/Department	Whole School	Location: AIS
Manager Title	Principal	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Head of Outdoor Education is responsible for leading and coordinating the school's outdoor education program. This includes developing and implementing a curriculum that meets the needs of students of all ages, as well as managing the staff and resources involved in the program. The Head of Outdoor Education also plays a key role in promoting the school's outdoor education program to parents, students, and the wider community.

Responsibilities

- Develop and implement a curriculum for the school's outdoor education program, with a focus on sustainability education.
- Manage the staff and resources involved in the program including outside providers and contractors.
- Oversee the safety of students and staff during outdoor education activities.
- Promote the school's outdoor education program to parents, students, and the wider community.
- Compile reports on the effectiveness of the program to ensure rigorous quality control measures are in place.
- Develop and lead professional development opportunities for all staff related to the outdoor education program.

It is the job holder's responsibility to promote and safeguard the welfare of children and young people for whom they are responsible, or with whom they come into contact with, and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Experience in outdoor education in a school or community setting is essential.
- Experience working with students of all ages preferred.
- Excellent communication and interpersonal skills essential.
- Strong organizational and planning skills essential.
- Ability to work independently and as part of a team is essential.
- Knowledge of and a passion for sustainability education preferred.

Qualifications

- Bachelor's degree in education, outdoor education, recreation, or a related field.
- A teaching qualification, such as a Postgraduate Certificate in Education or a Bachelor of Education.
- Demonstrated commitment to ongoing professional learning and development.

Contacts

- Students, staff and parents
- Heads of Sub School
- Principal

Working Conditions

- **Location:** The position is based in at the Australian International School in Singapore.
- **Working Hours:** Standard working hours will apply (see below), but flexibility is essential during outdoor expeditions and events.
- **Travel:** The role will involve travel for field trips, expeditions, or professional development opportunities.
- **Outdoor Exposure:** You should expect to spend significant time outdoors, sometimes in challenging environmental conditions.
- **School Calendar:** The job typically follows the school's academic calendar. There may be specific responsibilities to be undertaken during term breaks and holidays.

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours: **8:00 am – 5:00 pm, Monday to Friday**
- Annual Leave: **School Holidays**
- Medical Benefits: **Group Medical Insurance**
- Sick Leave/Hospitalisation Leave: **60 days hospitalisation leave including 14 days sick leave**
- Probation Period: **One Full term from date of commencement**
- Reference Check: **Required**
- Background check: **Required**