



ALDENHAM
— SCHOOL —

Head of Outdoor Education





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at school when they

are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation is led by the Head of Foundation who is also Head of the Senior School.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3-11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

ALDENHAM

School Aims

Aldenham School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- Attentive and committed learning and teaching
- Wide opportunities for participation and experience beyond the academic curriculum
- The highest standards of pastoral care
- The development of every individual child to realise and exceed their potential
- The development of personal qualities in its pupils which will enable them to be widely admired beyond the school itself
- A sense of community in which pupils, staff, parents and governors can take pride and be valued

OUR ATTRIBUTES

The Aldenham Attributes describe our vision for the personal development of our pupils. We believe they encompass the characteristics that provide the framework for a successful experience at the School and equip them to meet the challenges of life when they leave us.

- **Aspiration**
- **Courage**
- **Independence**
- **Co-operation**
- **Curiosity**
- **Respect**



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - UI5 ESFA Elite Schools Cup, UI3 ISFA National Cup, UI4, UI5 & UI8 Hertfordshire County Cup, UI2 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.

Reporting to: Deputy Head Co-curricular, Outreach and Operations

Salary: 3D

37.5 hours per week, Full Time, Full Year

Summary and main purpose

The school is seeking to appoint an individual for the role of Head of Outdoor Education to include CCF Head of Army, (with SSI duties) and Duke of Edinburgh Award (DofE) co-ordination.

This job specification deals with each aspect of the role separately although it is acknowledged that both roles account for an approximate 50:50 split of time in any given week, but at certain times of the year there will be greater emphasis on one over the other, such as in the lead up to a camp or expedition.

At Aldenham the DofE Award is very popular amongst students from year 9-13 and we currently offer Bronze, Silver and Gold award opportunities. The school has a strong, long standing relationship with an external expedition provider and benefits from a very well established and successful training and expedition programme. This role will include liaising with our external provider to secure dates and training, communicating with parents on upcoming awards, training and expeditions, working with students to support them with the EDofE software and of course accompanying DofE expeditions and events throughout the year. This role includes working with marketing and events to continue to promote the DofE programme throughout the school community.

In addition to leading the DofE program, the successful applicant will join a thriving Combined Cadet Force. He or she will have acquired the knowledge, experience and outlook to inspire, motivate and manage not just the cadets and NCOs, but also other adult volunteers. He or she will also possess excellent organisational and administrative skills to ensure a high-quality experience for all cadets and staff and effective use of resources. In addition to normal working commitments there will be weekend and holiday commitments where a willingness to work sometimes long, odd and flexible hours, sometimes away from home, will be necessary.

Candidates holding further qualifications such as: First Aid qualifications; Range qualifications; SAA instruction qualifications; qualified SPO; minibus qualifications; AT qualifications; would be an advantage.

Key responsibilities and accountabilities

Duke of Edinburgh

The Duke of Edinburgh's Award is an incredibly popular extra-curricular choice for our students in Years 9 to 13. We currently have 49 students enrolled on the bronze award, most of whom will go on to complete their silver award and we also see large numbers at the gold level. We try to use our local area and the Chilterns where possible and are lucky to be set in such stunning ground to enable us to do so. We travel to Shropshire and the Peak District for silver and at present our gold expeditions travels to the Cumbrian mountains. The Duke of Edinburgh's programme is well supported by many staff volunteers who regularly accompany both training and qualifying expeditions.

- Lead the Duke of Edinburgh Award as Centre Manager and Assessor
- Promote DofE participation and completion rates
- Promote DofE within the school and at school events
- Work in conjunction with the Director of Marketing & Communications, to tell the story of our adventurous provision
- Develop appropriate links with local schools, agencies and outdoor providers
- Develop and deliver weekly Duke of Edinburgh's training sessions to all DofE students as part of the enrichment programme
- Liaise with external expedition providers and the DofE organisation
- Organise and accompany DofE practice and qualifying expeditions
- Ensure that records, including eDofE, are kept up to date
- Carry out the required administrative tasks associated with DofE including parent and student communications.

Head of Army / SSI

The CCF at Aldenham has a long and distinguished history and currently has a volunteer cadet body of 50 students, including a partnership with a local school. We parade weekly and offer a wide range of activities over weekends and in the school holidays. There are exciting developments within the CCF program including a new shooting range (and paintball activities.) If not commissioned, support will be given to complete the commissioning. Head of Army would be expected to plan and organise Army cadet specific training.

This role includes the following SSI expectations:

- The SSI is a key staff member whose role is to organise and deliver CCF training
- The SSI is the main point of contact for the cadets and staff within the school
- The SSI is the main point of contact between the contingent and external bodies
- The SSI is ultimately responsible for the safety of all cadets and staff during CCF activities
- To plan and organise regular offsite visits as part of the programme
- Attend all CCF events including field days, weekend exercises, summer camps, dinners and chapel services as required. At present, cadets work towards a centrally organised week-long camp at the end of June/beginning of July (which may incur additional VA's).

In addition, the postholder will carry out other routine and reasonable requests made by the Contingent Commander and Deputy Head Co-Curricular. The roles and specifics of the Job Description may develop or vary as the role becomes more established.

Safeguarding

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Person Specification

Qualifications	Essential	Desirable
The candidate must have, or be prepared to gain, the qualifications listed below. This list is subject to change. Aldenham School will fund relevant qualifications gained during the period of employment. • First Aid Qualification • Mountain Leaders' Award (Summer) • DofE supervisor or assessor qualifications • DI driving licence • Driving licence/authority to drive military vehicles • Skill at Arms (SAA) Instructor • Exercise Conducting Officer (ECO) • Range Conducting Officer (RCO) The candidate must have experience in the regular, reserve or cadet forces.	√	
Experience working with secondary-aged students. Be willing to obtain further civilian qualifications. For example: • Single Pitch Award • The IOL Bushcraft Competency Certificate • Hill and Moorland leader • Mountain Bike Leader • Archery Instructor • ERCA high ropes qualification for periodic inspection and maintenance. • BCU Level 2 Coach Placid Water.		

Person Specification

Qualifications	Essential	Desirable
• BOF Teaching Orienteering Part 2 • BCAB Paddle sport Instructor • Cycling Coach Be willing to obtain further military qualifications. For example: • Obstacle Course Supervisor • Signals Instructor • DCCT Operator • Field Gun Instructor		√
Experience	Essential	Desirable
Ability to work with secondary-aged students	√	
Proven track record of leadership and management	√	
An excellent communicator and team player	√	
Competent IT skills	√	
Knowledge of the MoD Safe System of Training	√	
Experience with record keeping and accounts administration	√	
Familiarity with current cadet training pamphlets		√
Knowledge	Essential	Desirable
A working knowledge of the Duke of Edinburgh's Award administration in schools	√	
Knowledge of the systems used to administer CCF activity	√	
Knowledge and understanding of how to develop and grow an outdoor education programme	√	
Skills & Attributes	Essential	Desirable
Time Management	√	
Organisation	√	
Communication	√	
Interpersonal Skills	√	
Relevant skills acquired whilst working with young people, as appropriate		√
Personal Attributes	Essential	Desirable
Enthusiasm and initiative for the role	√	
Motivation to work with children and young people	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviours; Positive attitude to use of authority and maintaining discipline	√	
Ability and motivation to maintain and grow a network of personal contacts who can support the aims of the CCF		√

BACKGROUND TO

Aldenham School

The Aldenham Attributes of Aspiration; Co-operation; Courage; Curiosity, Independence and Respect are widely valued as encompassing the characteristics that provide our pupils with a successful experience at School and then equip them to meet the challenges when they leave us. Further details about Aldenham can be found on our website www.aldenham.com.



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.
- Employee Assistance Programme.
- Pension – all teaching staff members are currently eligible to join the Teacher Pension.
- Fee remission.





ALDENHAM

SCHOOL

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PART OF THE ALDENHAM FOUNDATION

