

# Job Description

## Education Leader

---

<b>Job Title</b>	<b>Education Leader</b>
<b>Location</b>	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
<b>Salary</b>	Circa £24,000 to £28,000 per annum (pro-rata for part-time)
<b>Contract</b>	<b>Part-time:</b> 12 - 30 hrs per week. Mon to Fri 8.30am to 2.30pm. 38 weeks a year loosely based around term times.
<b>Holiday</b>	25 days (pro rata for part-time)
<b>Reporting To</b>	History or Ufton Adventure Manager
<b>Closing Date</b>	<b>31<sup>st</sup> March 2024</b> , but reviewing on a rolling basis.

**About Ufton:** At Ufton, we believe that every child deserves a transformative educational experience. Our mission is to provide children with the opportunity to learn, grow and thrive in a safe and inspiring environment.

Are you passionate about the great outdoors and want to inspire young people to explore, discover and learn? Ufton is looking for enthusiastic Education Leaders to join our growing team. You will have the opportunity to inspire children, build their confidence and resilience, and help them develop a love of nature.

You will be responsible for leading groups of children and young people through a range of outdoor activities, from historical re-enactments to farm experiences, from nature learning to team-building challenges. You will use your expertise to deliver engaging and educational sessions that bring learning to life.

We are looking for people who have a passion for the outdoors and are comfortable working with diverse groups of children and young people. You will have excellent communication skills and be able to work independently as well as part of a team. You will be flexible, adaptable, willing to work in all weathers and be partial to the odd slice of cake.

So, if you're ready to take on a new challenge, have experience in outdoor education, a passion for history or nature, and want to make a real difference to the lives of children, we would love to hear from you.

## Key Responsibilities:

You will:

1. Deliver outdoor learning programmes for Ufton History, The Nest or Ufton Adventure, ensuring that they meet the needs of children, particularly those from disadvantaged communities.
2. Create a safe and nurturing environment for children to explore and learn in, promoting positive relationships with peers and adults.
3. Lead engaging and informative outdoor history sessions for Ufton's educational programmes.
4. Manage risks associated with outdoor activities, ensuring that all necessary health and safety procedures are followed.
5. Maintain a high standard of cleanliness and maintenance of all equipment and facilities used for outdoor activities.
6. Work collaboratively with other Ufton staff and volunteers to ensure the smooth running of all learning programmes and events.
7. Enable all sessions to meet the needs of children with additional needs including incorporating sensory and emotional regulation tools and activities.
8. Attend training and professional development opportunities to enhance skills and knowledge.
9. Contribute to the wider development and growth of Ufton, promoting the charity's mission, values, and impact.

### *The post holder will also:*

- Contribute to supporting the overall achievement of Ufton's strategy.
- Undertake any additional and ad hoc tasks as required.
- Actively contribute to team meetings and other activities as required.
- Monitor and evaluate activities and provide written reports.
- Represent Ufton in a professional manner.
- Work within an EDI framework, adhere to all the Charity's policies, procedures and working practices.
- To promote, monitor and maintain health, safety and security in the working environment.
- Ensure all records are held in compliance with GDPR, The Fundraising Regulator Code of Practice and Ufton policies.

*Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.*

## Person Specification:

### *Qualifications and Skills:*

- Qualified teacher status or equivalent experience preferable.
- Knowledge of the National Curriculum.
- Understand how learning is affected by physical, intellectual, emotional and social development.
- Knowledge of the needs of children with additional needs and how to meet these in an outdoor learning context.
- Commitment to safeguarding and promoting the welfare of children.
- A passion for outdoor learning and a strong commitment to promoting positive relationships between children and the natural environment with a solid understanding of the benefits of nature and the outdoors.

- Ability to work collaboratively and flexibly within a team environment.
- Ability to manage risks associated with outdoor activities and ensure that all necessary health and safety procedures are followed.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, teachers and colleagues.
- Strong organisational skills, with the ability to plan and deliver effective outdoor learning programmes and events.
- Flexibility and adaptability, with the ability to work effectively in a fast-paced and changing environment.
- A commitment to ongoing personal and professional development to enhance skills and knowledge.

*Desired Attributes:*

- Additional training or qualifications in history, outdoor education, youthwork or related fields.
- Experience working with children with special educational needs and disabilities.
- Knowledge of current health and safety legislation and risk assessment processes.
- Experience of working with partner organisations and stakeholders.
- Knowledge of child development and the impact of trauma on emotional and social wellbeing.
- Experience of leading engaging and informative outdoor or history sessions that meet curriculum requirements.

*Values Alignment:*

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean you'll need access to your own transport. Whilst on site you'll have a paid 15-minute tea break and there is usually homemade cake around and a light lunch is provided.

You must have the right to work in the UK and this is a place-based role.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk) **We will only consider applications that provide a covering letter.**

**Closing date: 11:59pm 31<sup>st</sup> March 2024.** We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check and at least three references.

Ufton is a non-smoking site.