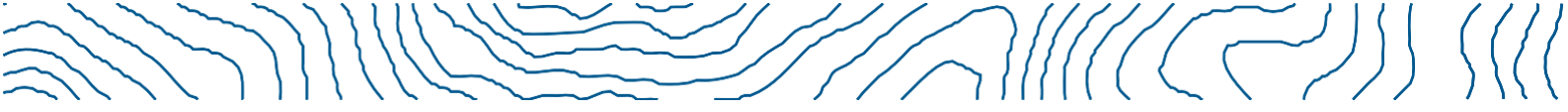


Assistant Head

School of Outdoors



schoolofoutdoors.uk



School of Outdoors

Our purpose: To create a world where everyone can grow.

Everything we do is guided by three questions that we ask of everyone involved, in every situation:

1. **Is it the best it can be?**
2. **Has there been impact?**
3. **Have there been meaningful connections?**

Outdoor education is where we started and remains at the heart of who we are, but our Alternative Provision goes much further. From 1:1 re-engagement to employability and Level 3 apprenticeships, our relationship-led, trauma-informed approach helps young people re-engage, build confidence and take their next step.

How we work:

Our priorities:

- Participation even over perfection.
- Long-term value even over short-term profit.
- Experimentation even over certainty.
- Good judgement even over predictability.

Decisions and feedback:

- Decisions during programmes are made by the people delivering them, shaped by participant feedback.
- Every programme has participant feedback built in, and we always act on it and reflect on our delivery.

Our culture:

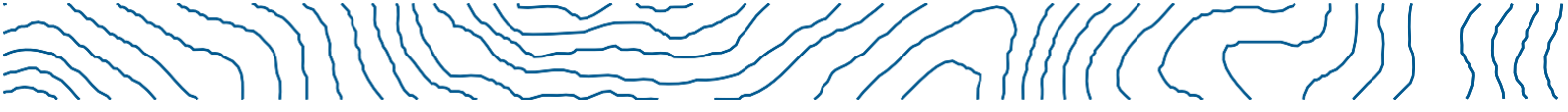
- We embrace difference, are non-judgemental, and would rather try and fail than not try at all.
- We are proactive when someone is upset or stressed, and our directors are present and approachable.
- We make time for each other (“no one eats alone”), and we celebrate progress, people and life events together.

Your new role, what's involved?

As Assistant Head, you will work closely with the Head of School to support the operational management of our **progressive pathway** across secondary and post-16 provision. Young people join at the stage that suits them and stay for as long as they need:

- **Engage:** Reimagine and the Outdoor Programme, offering 1:1 re-engagement built on relationships.
- **Progress:** Bespoke, with structured learning, peer interaction and growing independence.
- **Prepare:** Work Ready, with employability skills, work-based learning and paid work.
- **Qualify:** Level 3 Outdoor Activity Instructor and Business Administrator Apprenticeships.

Reporting to the Head of School, you will take day-to-day responsibility for staff scheduling, monitoring, and pastoral and compliance administration, freeing the Head of School to focus on strategy, safeguarding oversight and external relationships. You will also **deputise for the**



Head of School in their absence.

Key Responsibilities:

Being the best we can be:

- Support the day-to-day running of the school and every stage of our pathway.
- Help maintain high standards of teaching, learning, assessment, and curriculum planning across all our programmes.
- Own operational systems including scheduling, timetabling, documentation, and reporting.
- Support staff supervision, induction, and day-to-day performance management, escalating to the Head of School where needed.
- Help monitor compliance with Ofsted/ISI requirements, Independent School Standards, AP statutory guidance and safeguarding legislation.
- Empower instructors and mentors to make good judgements during programmes, with clear support and escalation routes.

Making an impact:

- Support progress tracking, assessments, support plans and progression, helping young people move on when they are ready.
- Work under the direction of the DSL/DDSL and the Head of School to uphold high standards of safeguarding practice day-to-day.
- Support the SENCO function assisting with SEND identification, EHCP coordination, Annual Reviews, and liaison with external agencies.

- Monitor attendance, behaviour, and welfare indicators, flagging concerns promptly.
- Help embed trauma-informed, relational practice, including consistent use of PACE (Playfulness, Acceptance, Curiosity, Empathy).
- Make sure participant feedback is built into delivery and acted on, and use it alongside data to reflect on and improve our programmes.

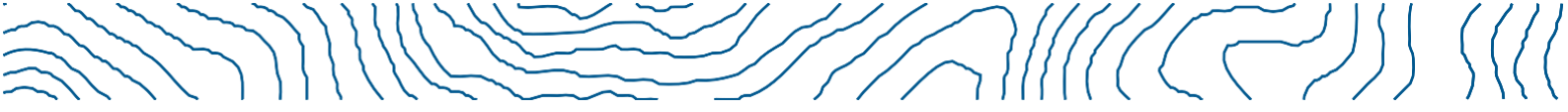
Building meaningful connections:

- Build positive, effective relationships with young people, parents/carers, and families.
- Act as a day-to-day point of contact for partner schools, commissioning Local Authorities and external agencies.
- Work collaboratively with instructors, mentors, and support staff to ensure cohesive delivery.
- Support partnerships with community organisations and outdoor providers.
- Help bring the team and families together, and celebrate progress and people across the organisation.

What the role looks like day-to-day:

Daily:

- Check and update staff and instructor rotas across all programmes.
- Review attendance and flag absences or welfare concerns to the Head of School/DSL.
- Monitor session logs (e.g., LearnTrek) for completeness and flag gaps.



Weekly:

- Hold check-ins with instructors and mentors on delivery, behaviour and safeguarding.
- Prepare a short operational summary for the Head of School (delivery, attendance, incidents, welfare).
- Chase outstanding EHCP/SEND actions with staff or agencies.
- Support onboarding administration for new instructors.

Termly:

- Help prepare SENCO reports, Annual Reviews and progress reviews.
- Support communication with parents/carers and commissioners at key milestones.
- Review operational policies and procedures with the Head of School / Director of Education.

As required:

- Support the resolution of complaints and take safeguarding first-response actions, in line with our escalation processes.

Expectations of the Assistant Head role:

We value attitude as much as experience.

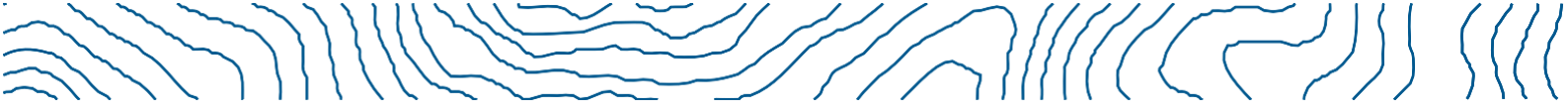
We are looking for someone who shows genuine care, consistency, and commitment; who is proactive, supportive, and flexible; who stays positive and focuses on possible solutions; and who is always available to others and never gives up on a young person.

Essential:

- Experience in a leadership, supervisory, or lead-practitioner role within education, Alternative Provision, SEND, SEMH, or a related field.
- Experience of managing a large caseload of young people and/or staff.
- A commitment to personalised, experiential education, including outdoor learning.
- Sound safeguarding knowledge and willingness to work under the direction of the DSL/DDSL.
- Strong organisational skills and the ability to own operational systems independently.
- A confident, clear communicator, comfortable engaging families, staff, and external partners.
- A flexible, solution-focused approach, grounded in trauma-informed and PACE-aligned practice.

Desirable:

- Working knowledge of SEND frameworks and EHCP processes, or willingness to train.
- Experience working within outdoor education or AP settings.
- First Aid certification.
- Willingness to work towards a senior leadership qualification (e.g., NPQH) over time.



What's in it for you?

Work-life balance: We understand that work is only one part of life.

Your development: We value professional growth and provide opportunities for training, mentoring, and career progression including a clear pathway towards Head of School responsibilities.

Pay, Benefits and Hours

Hours

- Full time, averaging 37.5 hours a week, Monday to Friday
- Flexible working between 7am and 7pm, as agreed with your manager
- Occasional weekend work, as agreed with your manager

Location

- Based at our High Wycombe office, and across our other sites as needed
- Work from home up to three days a week

Pay

- £45,000 per year
- Eligible for any company commission or bonus scheme in operation

Pension

- Workplace pension, with employer contributions

Leave

- 28 days' paid holiday a year, including bank holidays
- Plus additional leave in line with our leave policy

Other benefits

- 2 company social events each year

Contract

- Permanent, with a six-month probationary period
- Subject to a clear DBS check, two satisfactory references and proof of right to work in the UK
- Full UK driving licence with no more than 6 points