



Stamford American
INTERNATIONAL SCHOOL
JOB DESCRIPTION

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: MAR2023OE
Function/Department	Field Studies Program and School-wide Trip Support	Location: Stamford WL
Manager Title	Managing Director, Operations Dotted line report to Executive Director of Teaching & Learning (curriculum only)	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

The Head of Outdoor Education is responsible for the administrative planning and support of all off-campus trips. Primarily supporting the overseas travel associated with the Field Studies Program, Day Trips, and Athletics/Activities; in addition to learning outside the classroom which occurs off campus in Singapore.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures 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.

Primary Responsibilities:

- Review all health and safety risk assessments for school expeditions, camps, day trips, DoE trips, sports, and activities.
- Create, review, and update Standard Operating Procedures for trips and visits.
- Ensure that any modifications to the expeditions programme are risk assessed and appropriate control measures are in place.
- Carry out site visits with trip leaders and ensure that external providers amend risks identified through risk assessments.
- Follow school safeguarding procedures and complete due diligence of all new external providers.

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- Manage and configure the Evolve trip management system, delivering training and support throughout the school.
- Manage the travel plans for every trip (flight bookings, passport collation, visa requirements, hotel bookings etc.).
- Managing the budget, the invoicing and any reimbursement involved in each trip.
- Creating training plans for trip leaders and coordinating this training (e.g. Wafa training).
- Ensuring all trip staff are first aid trained and there is effective communication between the health centre and the staff involved.
- Be a member of the Operational Leadership Team (OLT) and work closely with school leadership to develop on and off-campus outdoor education provisions.
- Be a member of the school Health and Safety Committee, and work closely with school leadership to ensure on and off-campus outdoor education provisions are safe.
- Ensuring all external providers for expeditions and activities are aware of the school safeguarding policy and liaising with DSL to deliver training.
- Review and monitor school insurance and ISOS provision for expeditions, camps, day trips and activities.
- Communicate the details of all trips to parents through the Evolve system, arranging parent information evenings and being the duty manager for all trips and visits.
- Work with Deputy Principals to plan and manage all off-campus trips throughout the academic year.
- Work with the Divisional Curriculum Coordinators to ensure that all Outdoor Education programs are appropriately aligned to units of study and the overall educational curriculum.
- Work with the Executive Director of Teaching & Learning to ensure adherence to Cognita Policy (Outdoor Education Implementation Plan and the Cognita Outdoor Education Policy).
- Serve as the primary champion and spokesperson for the development and execution of a distinctive, high-quality outdoor education curriculum which reflects Stamford's mission, vision, and values.
- Work with the Athletics Director to discuss all overseas sports trips throughout the academic year.
- Work with CAS and Service Learning coordinators to plan and execute Singapore-based fieldwork and cultural encounters which support curriculum objectives, the pastoral program, and outdoor education curriculum
- Liaise with the Finance department to ensure accurate invoicing and reimbursements.
- Manage and maintain relationships with our Outdoor Education partners (Jump!), ensuring adherence to all Outdoor Education policies.
- Ensure each Field Studies trip is surveyed regarding student experience, logistics, and learning (with Parents, Pupils and Staff), and all suggested improvements are actioned.

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Position Requirements

- Administrative experience in a similar role
- Very organised, with an eye for detail
- Meticulous, resourceful, and patient
- Excellent oral and written English
- Ability to collaborate well with all stakeholders
- Good interpersonal skills
- High level of professionalism
- Excellent IT skills
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion
- Understanding of and commitment to student safeguarding and Health and Safety issues in the field
- Ability to maintain record systems accurately and to compile data from such records (i.e. through EVOLVE software)
- Ability to make decisions based on experience, good judgment, and established policies and guidelines
- Demonstrated knowledge and experience of best practices for outdoor education, including high adventure activities
- Experience or strong familiarity with International Baccalaureate curriculum (PYP and MYP); teaching experience preferred
- Experience in IB curriculum development with community engagement preferred
- Demonstrated knowledge and experience with student learning around diversity, equity, inclusion, and justice (DEIJ,) and insights into how such approaches might translate into community engagements in Singapore and Southeast Asia
- Knowledge of Cognita and Stamford educational objectives and appropriate student learning outcomes as they relate to outdoor education (including environmental and cultural awareness)

Qualifications

- Diploma or Degree
- At least 5 years of relevant operational experience

Contacts

- Managing Director, Operations
- Director of Teaching & Learning
- Divisional Principals & Deputies
- Trip Leaders, Teachers, Staff, Volunteers
- Athletics Director
- Athletics Administrator
- Superintendent
- Curriculum Coordinators
- Designated Safeguarding Lead
- Health and Safety Committee
- Local regulatory bodies
- Third-Party Providers
- Health Services Manager

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Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours may be required to complete some projects and support school-related events.

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave (including Sick leave)
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required