



CATERHAM
SCHOOL

HEAD OF OUTDOOR LEARNING APPOINTMENT BRIEF

To start:

ASAP

Part time or full time hours available



One of the top co-educational schools in the country

ABOUT CATERHAM

We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.

THE ROLE

This post would suit an exceptional and well-qualified leader with strong experience of managing teams and working with young people in a variety of outdoor settings. They will instil a love of outdoor adventure in pupils and staff alike.

This role holds full responsibility for the Duke of Edinburgh Award programme, and carries significant oversight of co-curricular provision across the Senior School, working closely with the Assistant Head (Co-Curricular & Operations) to ensure Outdoor Learning, adventurous activity and DofE sit at the heart of Caterham's wider co-curricular offer. The role will work with pupils to guide and support them through the DofE scheme, as well as with the external providers of our DofE expeditions, ensuring our activity is effective and enjoyable.

There is both the scope and ambition to develop a class-leading adventurous provision and we are looking to attract a candidate who shares our aspiration and drive to develop a truly exceptional programme for both our pupils and our commercial arm.

The Caterham Family of Schools is blessed with a fantastic outdoor learning opportunity. Caterham School owns a 100-acre woodland which adjoins the site, a superb high ropes course and a well-equipped 'Forest classroom'. Copthorne School's woodland features a contained woodland classroom, pond, climbing wall and orienteering course. Hawthorns School's expansive woodland has a High Wires course, outdoor classroom and lake. Not only do these unrivalled facilities set each school apart in a competitive education market, but they are also an integral part of the local environ and an important resource for the local community. We are committed to supporting each area ecologically and safeguarding the woodlands for all in the community for years to come. The area is ripe with potential, and we are excited to explore the ways in which we can move our outdoor learning into a new space.



KEY RESPONSIBILITIES

Co-Curricular Outdoor Learning

Work with the Assistant Head (Co-Curricular & Operations) to ensure Outdoor Learning and DofE are fully integrated into the Senior School’s wider co-curricular offer

Work with the Head of EDGE to incorporate Outdoor Learning into the EDGE curriculum for Caterham Senior

Work with Caterham’s Contingent Commander to align Outdoor Learning resources with the aims of the CCF

Represent Outdoor Learning and DofE within Senior School co-curricular planning, forums and reporting

Duke of Edinburgh

Promote and publicise DofE with the pupil and parent community

Manage the eDofE platform, to administrate pupils’ progress through their awards

Guide participants on what they need to do to achieve the different sections of the award

Work with an Authorised Activity Provider (AAP) to organise a series of possible expeditions for pupils to sign up for

Liaise with our AAP to co-ordinate pupil groups and prepare pupils for their external expeditions

Liaise with our local DofE Manager to ensure our centre meets the requirements of the award

Sign off completed awards and order certificates and badges at the end of each year

Work closely with the Assistant Head (Co-Curricular & Operations) to strategically develop the DofE provision, and align it with the wider Outdoor Learning programme

Curriculum

Support the Senior Leadership Teams in each school in developing an ambitious plan for outdoor and adventurous facilities in the extensive grounds across the Caterham Family of Schools – Caterham Senior, Caterham Prep, Copthorne Prep School and The Hawthorns School

Prep Schools’ Outdoor Learning curriculum (EYFS – Year 8): teaching is delivered by the Prep Schools’ own Outdoor Learning staff

Work with curriculum leads & subject teachers to integrate Outdoor Learning into the wider curriculum across the primary schools

Leadership & Management

Oversight of the upkeep, refurbishment and development of all Outdoor Learning spaces, on each of the three campuses, including acting as the main point of liaison for any relevant external contractors for the facilities

Work with the teachers of Outdoor Learning across the family of schools, and coordinate wider staffing arrangements for co-curricular provision

Oversight of all issues connected with Health and Safety for the Outdoor Learning programme, as a member of the Health and Safety Committee, including the identification of staff training requirements, risk management and the scheduling and production of Risk Assessments

Lead all equipment management, including storage and stock control, maintenance, inspection and record keeping

Management of all Outdoor Learning budgets

Admissions, Marketing & Partnerships

Work with the Assistant Head (Partnerships) in order to make a meaningful contribution to the Partnership Programme

Work with the Deputy Head (Admissions) to lead Outdoor Learning sessions for visiting pupils several times a year

Work with the Director of Marketing to further develop Caterham’s image as a school that values Outdoor Learning

Ensure strong communication that enables parents, staff and students to be kept informed of opportunities in, and the ethos of, Outdoor Learning across the family of schools

Help develop further the school’s sustainability strategy, pioneering this issue throughout the school community

Contribute to ‘Impact’ – Caterham’s Annual Environmental Action Report

Commercial

Work with the commercial manager and the Bursar in developing plans for the commercial use of Outdoor Learning facilities, including Outdoor Learning Camps during the school holidays

Develop appropriate links with local schools, agencies and Outdoor providers

PERSON SPECIFICATION

The role will suit an experienced teacher or Outdoor Learning professional with significant experience of work-ing with young people and the capacity to fit well within a school setting. They will have the acumen and vision to see the commercial opportunity that the Caterham Family of Schools sites have to offer, together with a genu-ine enthusiasm for the Duke of Edinburgh Award and for co-curricular life.

Skills & Qualifications (Essential)

A higher-level NGB qualification (e.g. Mountain Leader, Single Pitch Award, Mountain Biking, Kayaking, etc)

A specialism in a minimum of one area of Outdoor Learning (e.g. high ropes, sailing, mountaineering)

Outdoor First Aid

Strong understanding of safeguarding and risk management in an outdoor setting

A comprehensive understanding of, and enthusiasm for, the Duke of Edinburgh Award

Ability to engage and inspire learners of all ages

Creative, adaptable and resilient, with excellent communication and interpersonal skills

Commitment to inclusion and supporting diverse learning needs

A UK driving licence

Skills & Qualifications (Desirable)

Multiple NGB qualifications, with demonstrable experience delivering across a range of outdoor disciplines

Qualified Teacher Status

A degree or equivalent

Level 3 or equivalent NGB qualification

Expedition First Aid

D1 Minibus Licence

Experience

Experience of working successfully in Outdoor Learning

Experience of running or coordinating a Duke of Edinburgh Award programme

Ability to manage large and complex logistical tasks and operations, ensuring the highest standards of administration and forward planning

Strong student focus, with the ability to inspire, engage and provide outstanding and memorable outdoor activities for pupils and staff of all ages and levels of experience

A strong understanding of the latest health and safety requirements attached to any outdoor activity that we offer

Excellent written and verbal communication skills, with the ability to interact with staff, parents, pupils and external bodies at all levels

Proven track record of training and teaching others to learn new skills

Motivated with the confidence and assurance to motivate others

Strong IT skills and the technical ability to learn new systems (e.g. SOCS, Evolve, iSAMS, eDofE)

Outstanding organisational and administrative skills, with attention to detail, and the ability to organise and prioritise work

Ability to meet deadlines and work under pressure with minimal direction

Flexibility, understanding the nature of the role requires some weekend work and an expectation to lead and oversee residential and day trips

BENEFITS AT CATERHAM

We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Salary

Competitive Salary

Hours

Full time or part time hours available

Term time plus contract (must be able to work some non-term time weeks)

Continuous Professional Development

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Pension Scheme

You will be entitled to join the School's generous Defined Contribution scheme with APTIS. Further details can be provided by Human Resources.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Cycle Scheme and Tusker Car Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories. Further details regarding the car scheme can be provided by Human Resources.

Caterham School Benefit Hub

Offering a wide range of discounts across a wide range of global and national brands and local deals.

Health Cash Plan Scheme

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments



APPLICATION PROCESS

You can complete the application online via
the school website at:
[http://www.caterhamschool.co.uk/about/careers/
teaching-vacancies](http://www.caterhamschool.co.uk/about/careers/teaching-vacancies)

If you have any questions or queries, please contact
Vicky Goodwin, HR Business Partner: hr@caterhamschool.co.uk
or call 01883 335 123.

Interview date to be confirmed.

Closing Date 9.00am Friday 21 August 2026

This appointment is to start ASAP

Applications will be reviewed as they are received. The School
reserves the right to appoint at any stage of the recruitment
process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting
the welfare of children and young people and expects all
staff and volunteers to share this commitment. All offers of
employment are subject to an enhanced DBS check.

caterhamschool.co.uk



Inspiring education for life



CATERHAM
SCHOOL

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