



THE **Leys**  
CAMBRIDGE

# HEAD OF OUTDOOR EDUCATION

*candidate information*



# Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



*C. Ives*

Clare Ives  
**Head**

# Head of Outdoor Education

**Start Date: January 2026 (or soon thereafter)**

We are looking for an experienced, dynamic and hard-working Outdoor Education practitioner to lead this important area of the wider curriculum and school life.

They will have the responsibility for driving achievement and participation forward in outdoor learning as well as developing an enjoyment of the outdoors among the pupil body. The post holder will deliver a variety of trips and lead the delivery of the programme of curricular and wider-curricular sessions and trips. They will also have overall responsibility for the delivery of Duke of Edinburgh within the school.

We are seeking applications from ambitious outdoor education leaders who have the vision and creativity to build on the strength of our current programme, ensuring that it remains a leading feature of a Leys Education.

This is a permanent full-time position, though the nature of the role is such that flexible working hours are required in term time, at weekends and during school holidays. The working day includes provision of after school activities (16.30 – 18.15), which are offered in agreement with the Deputy Head (Wider Curriculum).

The post holder is ultimately accountable to the Bursar and will be line managed by the Deputy Head (Wider Curriculum).







# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



# Purpose

**The Purpose of The Leys is to play our part in changing the world for the better.**

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

# Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.





## Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A\*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

## Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.



## **The Outdoor Education Programme**

In Years 7 and 8 outdoor education is primarily offered weekly through the games/PE programme on a Friday afternoon. There is also a residential trip for Year 8, which is currently combined with the Geography department and has gone to Snowdonia in recent years. Opportunities for outdoor education team building activities may be available at other times of the year.

For Year 9 outdoor education is offered as part of the games programme, where pupils not involved in team sports undertake sailing, climbing, orienteering and kayaking/canoeing. They also have an outdoor education team building activity as part of their induction programme.

From Year 10 and above, outdoor education is offered as part of the games programme, where pupils not involved in team sports also have the opportunity to sail alongside Year 9 options. Adventure training, including orienteering, sailing, kayaking, climbing, is part of the CCF syllabus in Year 10. In addition, climbing is offered in the after-school activity programme for all year groups.

All pupils in Year 9 undertake an expedition in the local area (Suffolk) which can be used for their Bronze DofE practice expedition. Pupils in Year 10 undertake an expedition in the Peak District which can be used for their Bronze DofE qualifying expedition. Gold DofE expeditions take place in the Brecon Beacons and Yorkshire Dales. From time to time the post holder will meet with boarders in the evening to discuss their DofE progress.

There is scope to enhance other outdoor education opportunities at weekends, through the boarders activity programme, and in the holiday period as well as through the after-school activity periods.

### **Holiday and hours of work:**

You will be working Monday to Saturday during term time, with a general working pattern of 10:30 to 18:30 Monday to Friday, and 2.5 hours on a Saturday afternoon.

Additionally, the Head of Outdoor Education will run some weekend (Saturday and / or Sunday) trips during term time, as well as residential trips during term time and during the school holidays.

The successful candidate will have the opportunity to make their mark within the Outdoor Education programme. There is scope to enhance other outdoor education opportunities at weekends, through the boarders' activity programme, and in the holiday period as well as through the leadership afternoon and after-school activity periods. The School seeks applicants who are ambitious for our pupils and committed to providing outstanding opportunities across our pupil age range and experience level.



# The Post

## Main Purpose of the Role:

To successfully organise and deliver the School's Outdoor Education Provision, including our sailing, canoeing and climbing provisions, and our Duke of Edinburgh's Award programme.

## Responsibilities

The Head of Outdoor Education has overall responsibility for the organisation, promotion, general efficiency and success and future development of the School's Outdoor Education provision. This includes responsibility for planning the programme at all levels within the school, managing staff involved with the delivery of the programme, planning and managing the budget, and having responsibility for all elements of Health and Safety within Outdoor Education.

## Strategy

- To establish a Development Plan for the overall delivery of Outdoor Education in the school, encompassing on-site activities and expeditions, thereby stimulating interest in outdoor activities
- To set the aims and objectives for School's Outdoor Education programme, ensuring the appropriate development of levels of skills, degree of challenge and personal responsibility as pupils move up the school.
- To co-ordinate with PE/Games, Geography and the CCF to ensure an appropriate development in outdoor pursuit-related skills as pupils move through the school
- To keep at the forefront of new developments in outdoor education and advise SMT on potential developments and costs.

## Delivery

- To teach pupils in a range of contexts including outdoors, in games and in the classroom
- To successfully plan, deliver and further develop the school's outdoor education programmes, including canoeing, orienteering, climbing and sailing
- Responsible for the school's Duke of Edinburgh's Award (DofE), including expedition training and assessment, staffing, administration and control of equipment / stores
- Planning and management of all in-house DofE expeditions, training days and preparation sessions.
- Trip leader for DofE expeditions and any other outdoor education trips and visits
- Full contribution to the sports department programme through Outdoor Education Activities/ Year 9 multi-sport options.
- To contribute fully to late afternoon/evening activities related to Outdoor Education
- To support, and help lead, pupil induction programmes
- Co-ordination of any outdoor pursuit trips/expeditions run separately from the DofE Award as per school's trips programme
- To set targets for groups and individuals at different levels in the school, evaluating progress against these
- To be an expert who regularly updates their knowledge to stay "current" in all developments of Outdoor Education/Duke of Edinburgh and, where appropriate, improve their own qualifications by undertaking relevant professional development



# The Post

## Administration and Communication

- To be responsible for the overall administration of Outdoor Education and Duke of Edinburgh's Award within the school in accordance with agreed School policies, including the administration of e-DoE.
- To keep accurate records of all outdoor education activities, trips and equipment
- To update the school calendar with Outdoor Education trips
- To communicate effectively with parents, guardians and pupils
- To be proactive in communication with staff in relation to the DoE scheme, trips and expeditions
- To ensure that information about achievements is circulated appropriately

## Health and Safety

- To ensure all necessary and relevant Health and Safety procedures are in place and that they applied fully
- To maintain thorough risk assessments and procedures for all Outdoor Pursuit activities undertaken by the school
- To be aware of the risk assessments for all outdoor activities being undertaken and to adhere to the requirements for risk reduction
- Facilitate Climbing Wall annual inspection and maintenance
- To conduct equipment safety checks and complete records for this
- To have a thorough, up-to-date knowledge and understanding of First Aid and to ensure that other staff delegated to lead any aspects of trips or activities have up to date qualifications as required

## Budgets and Kit

- To produce the budgets for the Outdoor Education programme
- To manage the outdoor education budgets, including budgetary control for Outdoor Education equipment and trips, Duke of Edinburgh administration and Sailing
- To manage the Outdoor Education stores, ensuring that that kit and equipment is appropriately maintained/stored and ordered as required
- To purchase equipment to ensure proper replacement cycle in all outdoor pursuits areas, and to support development, as agreed in the budget
- To be responsible for managing the issue/return of outdoor activity equipment

## Pupils

- To promote Outdoor Education amongst the pupil body and encourage involvement
- To create an environment in which pupils can thrive and explore their potential in outdoor activities, whilst insisting on high standards of behaviour and respect for others at all times
- To be immediately responsible for the processes of identification, assessment and recording for the pupils in their charge
- To have a clear knowledge of the individuals taking part in outdoor activities and to differentiate between them according to their abilities, individual needs and personalities
- To review and monitor pupil performance and progress where this is required
- Keep an accurate register of pupils on SOCS

# The Post

## **Staff**

- To lead, manage and support a team of staff, ensuring that the delivery of Outdoor Education and Duke of Edinburgh is maintained at an excellent level through INSET and resource development.
- To allocate instruction, coaching and other duties to staff as appropriate, and advising SMT on staff needs
- To annually audit the qualifications needed by staff to run activities safely and within any specific legal requirements, keeping up to date records and ensuring requisite training is provided.
- To monitor the delivery of outdoor education by colleagues, and implement training and support where required
- To liaise with, and direct the work of, external instructors and Outdoor Education providers

## **Public Benefit, Marketing and External links**

- To assist with the delivery of Outdoor Education as part of the public benefit programme.
- To undertake prep school liaison work and help raise the profile of The Leys among local feeder schools.
- To work alongside the Marketing Department and Leys Leisure to promote and celebrate Outdoor Education activities and events at The Leys, including via displays in school, and providing content for social media

## **Possible additional responsibilities**

- To coach other sports as part of the games programme
- There may be the opportunity to contribute to the pastoral side of the school.



# Person Specification

Criteria	Essential	Desirable
Qualifications	MLTB Mountain Leader (Summer) Award  DofE Expedition Assessor Qualification  Current First Aid Qualification (2 day)  Ability to obtain 'desirable' qualifications if not already possessed  Rock Climbing Instructor or RCI	MLTB RCL (or above)  RYA Dinghy Sailing Instructor  Full Clean Driving Licence +D1 and D1e categories on Driving Licence  Paddle Sport Leader  Other relevant outdoor activity qualifications
Experience	Outdoor education teaching experience with children  Experience running DofE at section level, and delivering DofE expeditions at all levels	Experience managing DofE and DofE Training  Experience of CCF (or equivalent)  Experience of managing colleagues
Knowledge	Excellent broad knowledge of outdoor education  Up to date knowledge of Health & Safety and Risk Assessment in the outdoors	Good working knowledge of IT and familiarisation with online digital platforms
Skills	Excellent teaching/coaching/instructor skills  Strong communication and inter-personal skills	

# Person Specification

Criteria	Essential	Desirable
Skills continued	<p>Effective administration, organisational, time management and managerial skills</p> <p>Ability to motivate and manage pupils</p> <p>Ability to deal positively and constructively with pupils, parents and colleagues at all levels</p> <p>Ability to work on your own initiative and as part of a team</p>	Ability to coach a sport



# How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, addressed to The Head, to the Recruitment Team ([recruitment@theleys.net](mailto:recruitment@theleys.net)) The Leys School, Cambridge, CB2 7AD by 09.00am on 3rd October 2025.

Interviews will be held week commencing 13th October 2025.

We will review applications as they arrive and reserve the right to withdraw this advert if a suitable applicant is found, therefore we encourage an early application.



