



LEWESTON  
SHERBORNE



# Outdoor Education Coordinator

Candidate Information

## Overview

Founded in 1891 Leweston School is a co-educational Catholic independent day and boarding school in Dorset for pupils aged 0 to 18.

Situated just outside Sherborne in 46 acres of beautiful parkland, the school offers holistic education in an inclusive community where first-class pastoral care and wide-ranging co-curricular opportunities underpin a supportive and rigorous academic offer. The school seeks to produce well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individuals.

The school was originally founded as St Antony's and located in Sherborne. In 1948 the demands of the Education Act saw the move of the senior pupils to Leweston Manor with the Prep School continuing in Sherborne until 1993 when the whole school was reunited once again on the Leweston campus. The younger pupils took up residence in the redesigned Coach House. The school amended its name in 2007 to Leweston School.

Today the school educates just over 600 pupils with 90 in the Nursery, 170 in the Prep and 340 in the Senior School. There are approximately 100 boarders, the majority being in the Senior School.

Leweston is a thriving, busy community which has high expectations of its pupils. Whilst the assessment process is not based entirely on academic performance Leweston is increasingly over-subscribed. Pupils are offered places on the basis of school assessments, positive references and their generally suitability for the values and ethos of the school.

## Our Values

Leweston School's three core values are **community**, **opportunity** and **expertise**. They are underpinned by our Catholic foundation, which welcomes all faiths and none, building a strong sense of unity, courtesy, respect and affection. Everything we do comes from a place of self-worth and dignity.

- **Community** means being part of a collective. It's essential for every student to feel that they are an important part of the Leweston family and contribute to the life of the school. This same sense is extended to their parents and guardians.
- **Opportunity** is in abundance. We are proud of our zest for life and instil a willingness to try everything and to learn from our failures. This discovery of strength and weaknesses, and the support we provide to students in exploring it, enables them to develop the determination to persevere – a real lesson in preparation for life beyond the school.
- **Expertise** means having an expert skill or knowledge in a particular field. We have an exceptionally talented staff team, who have outstanding expertise and enthusiasm to inspire in others a love of learning and to share their passion for areas of specialism.

## Our Campus

With extensive grounds surrounding a beautiful Georgian Manor House, Leweston provides a location which whilst being safe, is close to a town with good transport links to London and South West airports. Within the 46 acre estate sits our swimming pool, a full-sized all weather pitch, a walled garden play area, Enchanted Wood Forest School, tennis courts as well as a wealth of historical features including work by Thomas Mawson and George Sherringham.

The range of buildings on site spans several architectural epochs. The historically important Trinity Chapel is one of the first post-Reformation churches in the country. The Palladian manor house, was built in the late 18th century with Art Deco interior refurbishments and later additions including dining, boarding and teaching wings.

The Prep School is housed in the former Coach House with its own Pre-Prep Garden, tennis courts and play area.



## The Senior School

Leweston Senior School educates pupils aged 11 to 18. The school shares a single 46-acre campus with the Prep School and Nursery. It is co-educational all-through school.

The Senior School's staff comprises of 170 teachers and support staff visiting music teachers, coaches and volunteers. Years 7 and 8 are typically three classes of 54 pupils with an additional class at Year 9 and above to take the year groups to 72. The Sixth Form is approximately 80 students. The normal maximum class size in the Senior School is between 18 and 20.

Flexible boarding is offered throughout the Senior School. Boarders belong to one of four houses: Martha, Cecilia, Eleanor and Antony. These are divided according to age and gender.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.



## Work with us

### A fantastic working environment

Leweston is set on a beautiful campus a few miles outside the picturesque town of Sherborne. The grounds offer both pupils and staff the opportunity to enjoy space and fresh air and provide an inspiring location to teach and learn. The school's value and ethos creates a culture of courtesy, mutual respect and affection that has at its heart the importance of service to others. High standards are set both inside and outside of the classroom.

### Flexible and family friendly

We are a relatively small school that regards itself as one big family. The majority of our staff have children, many of whom are Leweston, and a staff remission is available to both academic and support staff. Our term dates operate differently to state schools, which means that whilst the school day is longer so are the holidays.

### Health and Wellbeing

Leweston hosts a range of exercise classes run by local provider Communitit who offer a discount to Leweston staff. There are also free swimming sessions available during the week in the school pool as well as employee assistance and wellbeing support programmes.

### Free meals and parking

Staff are entitled to free lunch and refreshments during term time. This is extended to include supper if on duty. There is also an onsite cafe where a staff discount is offered. There is free onsite parking.

### Pensions

Leweston offers a defined contribution pension scheme with Royal London. Membership of the Royal London Scheme includes Death in Service benefit and income protection.

### Discount for Teachers

Discounts for Teachers has been introduced following the success of Health Service Discounts and Discounts for Carers. As Leweston staff (not just teachers), you can access a vast range of discounts and deals when you register online.



## The Opportunity

Responsible to: Deputy Head Academic

Leweston School is seeking an organised, efficient and friendly outdoor education coordinator to take the lead on the organisation, administration and delivery of outdoor education activities at Leweston School.

The successful candidate will be responsible for completing all administration for Ten Tors and Duke of Edinburgh as well as all expedition planning including mapping routes, RAs, campsite booking, transport, equipment lists, etc. They will also be responsible for arranging and attending all events for training students field craft, navigation, first aid, rules, etc and liaising with outside providers and agencies.

Required from September 2024.

Number of days required: Approximately 60 days of field training, expedition leading, in-school admin and student instruction.

Salary cc £8068 per annum (£15.00 per hour).



## Key Duties and Responsibilities

- Registering and completing all administration for Ten Tors and Duke of Edinburgh
- Sourcing, liaising with and arranging training for volunteer staff
- Completing all expedition planning including mapping routes, RAs, campsite booking, transport, equipment lists, etc.
- Liaise with parents for permissions, medical forms, and to regularly update them on events and expectations
- Arrange and attend all events for training students in essential areas such as field craft, navigation, first aid, rules, etc.
- Liaise with outside providers and agencies (e.g. Army, Sherborne Cadets, DCC, independent assessors, etc.)
- Oversee and participate in presentations to whole school (pre and post award/challenge event)
- Liaise with Leweston Marketing Department to produce social media outputs
- Maintain the Duke of Edinburgh/Ten Tors store kit and replenish/replace as necessary
- Liaise with the Leweston bursary team to manage payments, costs and budget

**No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.**



## Experience, Skills and Knowledge

The successful candidate will demonstrate most or all of the following:

### Knowledge base and experience

- Knowledge and/or experience of Ten Tors and Duke of Edinburgh desirable
- Desire to continue to develop professionally

### Skills

- Ability to take initiative
- Ability to motivate and challenge pupils
- Ability to meet deadlines and work effectively under pressure
- Good communicator with colleagues, parents, pupils and member of the public
- Good time manager, able to meet deadlines and plan effectively
- Writes well and is able to structure information to meet the needs and understanding of the intended audience
- IT skills – all staff have access to PCs and are expected to complete their own work
- Full clean driving licence is desirable. The ability to drive the school mini-bus would be desirable but training can be given

### Personal Attributes

- Kind, enthusiastic and friendly with a genuine interest and commitment to the education and development of young people
- Self-motivated, able to use own initiative
- Reliable, good timekeeper
- Team player, willing to participate and support
- Flexible and resilient, can adapt and respond to changes and display good judgement Creative and resourceful
- Enthusiastic and energetic, passionate about Ten Tors and Duke of Edinburgh
- Passion for outdoors





## Application Process

Interested candidates are invited to contact Fiona McCarthy, HR Manager on [recruitment@leweston.dorset.sch.uk](mailto:recruitment@leweston.dorset.sch.uk)

Applications should be made electronically. To submit your application, please submit a completed application form available on the Leweston School website. If you have any questions about uploading your application documents, please contact 01963 211016.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Fiona McCarthy by telephone
- Shortlisted candidates will be invited to two-part interviews at the School on Thursday 16 March. Not all candidates will necessarily progress to the afternoon session.

Leweston is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience). All applicants should read the schools' safeguarding policy and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. N.B. Safer recruitment checks will be made at all stages of the recruitment process.





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