

City of  
London  
School

**Closing date**

Wednesday 22 April, 2026 (9am)

**Interviews**

Friday 8 May, 2026

Recruitment pack for the role of

# Head of Outdoor Education

Full time / Permanent

City of London School

Our Values and Vision

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Recruitment Pack



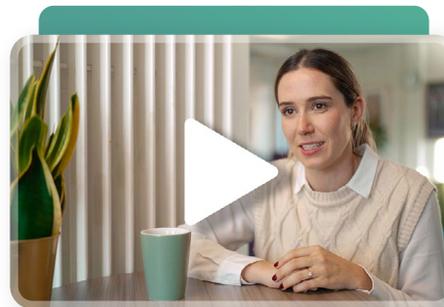
# City of London School

CLS was named by the Sunday Times as London Independent Secondary School of the Year 2020, and occupies an iconic modern site near St. Paul's Cathedral overlooking the River Thames, opposite Tate Modern.

Our School has a long-standing record of high academic achievement (93.4% of A-Level entries gained A\* to B grades in 2025, 63% Grade 9 at GCSE, 86% 9/8 and 96% 9-7 GCSE in 2025).

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

[Visit our website to learn more about working at CLS and to meet some of our current staff](#)



Hear what it's like to work at CLS from our own staff.





# Our Values and Vision

We understand that for pupils to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.



As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.



## Kind.

We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves.

## Aware.

Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. We are enriched by our collaborations with schools, businesses, arts organisations, and many other partners across London.

## Ready.

We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world.



**Kind.**  
**Aware.**  
**Ready.**

A more detailed outline of our **Strategic Vision 2024-2029** is available on our website.

# Role Summary

We are seeking an inspiring and motivated individual to lead the development of the School's outdoor education provision.

Despite our urban location, outdoor education already forms an important part of the CLS's provision, particularly in relation to the very popular Duke of Edinburgh Award, CCF, residential visits, field trips and elements of the Games programme. This programme is underpinned by the School's values in particular nurturing personal development and confidence (Kind), building a sustainable society (Aware), and advancing a comprehensive co-curriculum (Ready).

As pressures on young people grow—academically, socially, and emotionally—the need for structured, high quality outdoor learning experiences has become ever more important. In the knowledge that outdoor education supports pupils' academic performance, curricular enrichment, personal development, environmental and sustainability awareness and well-being, we are looking to recruit an individual to develop, within our context, a sector leading programme of transformative experiences for pupils beyond the classroom.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours. We use CV Minder to anonymise applications.

Role: **Head of Outdoor Education**

Employment: Full-time\* (term time only), permanent  
Term-time (+3 weeks) with flexibility to successfully deliver the outdoor education programme.  
*\*Applications will be considered for a full time or part time position.*

Start date: September 2026

Salary: Grade D (pro rata): **£38,572 - £42,970**  
**including London weighting**

As this role is full-time, term-time only + 15 days, the pro rata salary will be £38,572 - £42,970 per annum. The salary offered will be based on the experience and skills offered by the candidate and covers attendance on educational visits outside term time, weekends and evenings.

Responsible to Deputy Head Co-curricular

Notes The Head of Outdoor Education would be working on residential camps which includes overnight stays or involvement in other overnight activities which will not attract additional payment. The salary offered reflects the duties of the role. A typical year would comprise of approximately 25 days on residential expeditions. The weekly pattern of work will reflect commitments of that nature. Working arrangements can be discussed further at interview, with a view to enable appropriate flexibility for the post-holder and the School. Given the nature of the role and operational requirements of the School, requests for leave within term time will not normally be permitted.

# Main Duties

The following list is not exhaustive but is a guideline as the main requirements of the role. The Head of Outdoor Education must be willing, flexible and prepared to carry out reasonable tasks not necessarily covered within this job description.

## Strategic oversight of Outdoor Education

- 1 Develop a cohesive and innovative outdoor education programme which inspires engagement through on-site and off-site activities, experiences and expeditions.
- 2 To set the aims and objectives for the outdoor education programme, ensuring the appropriate development of skills, degree of challenge and personal responsibility as pupils move up the School.
- 3 To promote outdoor education to the pupil body and encourage involvement.
- 4 To keep at the forefront of new developments in outdoor education

**Revision of Job Description:** according to the development and requirement of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

and advise SMT on potential developments.

- 5 Integrate outdoor education into wider sustainability goals.

## Duke of Edinburgh

- 6 Leading on all aspects of the promotion, organisation and delivery of the School's DofE programme.
- 7 Maintaining CLS as a licenced provider of the DofE Award.
- 8 Line-managing staff associated with the delivery of the DofE programme (e.g. level coordinators, administrators and verifiers).
- 9 Planning the schedule of training and expeditions.
- 10 Liaising with the external provider for expeditions.
- 11 Managing the DofE budget and all physical resources associated with the programme.
- 12 Support pupils in completing all sections of the award.

## Co-curricular Activities

- 13 Support the development of co-curricular clubs.
- 14 Contribution to the programme of PE and Games Department, particularly in relation to outdoor and adventurous activities.
- 15 Develop a programme of outdoor education opportunities for pupils.
- 16 Contribute to wider co-curricular initiatives, including outdoor and adventurous learning within the School's Combined Cadet Force (CCF). A willingness to become a CCF Adult Volunteer would be desirable.

## Residential Visits

- 17 Support the planning and delivery of existing outdoor education residential visits.
- 18 Develop the programme the outdoor education visits, particularly in the Lower School.

- 19 Assume EVC responsibilities for elements of the educational visits programme.

## **Collaboration**

- 20 Identification, planning and delivery of opportunities for collaboration with CLSG, CJS and the Family of Schools.

## **Operations, Risk Assessment and Compliance**

- 21 Oversee outdoor education administration.
- 22 Commission and evaluate external providers.
- 23 Management of logistics for outdoor activities.
- 24 Ensure all relevant Health and Safety procedures are in place and applied fully.

- 25 Develop and implement robust risk assessments and operational plans.

- 26 Mentor and advise staff wishing to develop experience and achieve qualifications in outdoor education.

- 27 Implement all existing school systems in relation to the programme of outdoor education.

## **Reporting and Communication**

- 28 Report on the Outdoor Education programme to SMT and/or the Governors.

- 29 Promote and celebrate the Outdoor Education programme to a range of stakeholders (through the Marketing and Communication Department).

# Person Specification

Please find below the key skills, knowledge and experience which are essential requirements for this post.

The following details the qualifications, experience and skills that the selection panel will be keen to explore with candidates. It is understood that no single person will fulfil every criterion and we encourage candidates to apply regardless and demonstrate, during the selection process, an openness to develop in areas where they might not have existing qualifications and/or experience.

There will be an opportunity to adapt the particular strengths of the successful candidate are fully utilised.

## Professional qualifications,

- Relevant NGB outdoor qualifications.
- First Aid Qualification (or willingness to undertake training).
- Minibus driving qualification (or willingness to undertake training).
- Relevant Duke of Edinburgh Qualifications.

## Experience and knowledge

- Experience in a school or education setting.
- Relevant Duke of Edinburgh experience, including delivery DofE expeditions.
- Experience working with young people in an outdoor education context, including planning and delivering residential visits.
- Experience of planning and delivering teamwork/leadership training.
- Excellent knowledge of outdoor education and associated Health and Safety and Risk Assessment policy and practice.
- A thorough knowledge of the statutory framework regarding safeguarding, and its implementation at City of London School.
- Experience of using educational visits software (e.g. Evolve).

## Skills

- Effective administrative and organisational skills, with an ability to think creatively and prioritise key tasks.
- Good oral and written communication skills.
- Confidence and Competence in the use of IT.
- The ability of build and maintain purposeful and successful relationships with colleagues.
- The ability to develop and maintain positive relationships with pupil, parents and external organisations.
- A warm, open and approachable style.
- Stamina, flexibility and adaptability.
- Demonstrating self-reflection and openness to constructive criticism.

## Commitment

- A passion for the education of pupils from diverse backgrounds.

- A clear commitment to the School's Strategic Vision.
- A willingness to contribute to the overall life and well-being of the School.
- A desire to develop professional knowledge.
- A willingness to undertake other reasonable duties related to the role as required from time to time.

# How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:

[www.cityoflondonschool.org.uk/about/vacancies](http://www.cityoflondonschool.org.uk/about/vacancies)

Closing Date: **Wednesday 22 April, 2026 (9am)**

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*Note that we reserve the right to appoint before this deadline and therefore encourage early submissions.*

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City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service..

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

Our [Recruitment Policy](#) and [Safeguarding Policy](#) are available on the CLS website.

Further information about the School and a copy of the 2024 ISI Inspection report is available on the website: [www.cityoflondonschool.org.uk](http://www.cityoflondonschool.org.uk)



City of  
London  
School



**Kind.**  
**Aware.**  
**Ready.**

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Proud to be part of the  
City of London Corporation