

## Oxfordshire Outdoors

### Course Leader? Your responsibilities outlined

In organising a course at an Oxfordshire Outdoors Centre there are a number of core tasks that you are directly responsible for. You may delegate some of these but the ultimate responsibility lies with you as the course leader. This document sets out the tasks and should be read in conjunction with the Course Organiser page on the website, which provides the necessary detail. If in any doubt contact your chosen Centre, who will be glad to advise and help you plan a successful course.

#### Course Leader – core responsibilities checklist

**This is a suggested list and not definitive, please add as required:**

- Work with your EVC to ensure compliance with school policy and procedure for organising residential visits
- Assess your own competencies to lead the visit – if there are gaps make sure you have a plan to fill them
- Ensure your booking is confirmed, deposit paid and transport booked
- Assemble your visit team and plan the detail of who will do what, where and when, ensuring you have clear and accurate communication. This should be split:
  - Before the visit, including transport from school to centre
  - During the visit, including evenings
  - After the visit, including transport from centre to school
- Recruit your group in line with your school policy and practice – allow plenty of time to resolve any specific issues eg SEN
- Define your course aims, remember to involve your group in this
- Contact your Centre well in advance, complete and return the necessary admin on time, ensuring accuracy of content and detail
- Ensure accurate and timely communication with parents – consider holding a pre meeting and possibly a post course one too
- At the Centre work with your Centre Course Director to ensure the smooth running of the course, that it is meeting your aims and expectations
- Monitor participant progress, encourage, support and celebrate successes
- Address misbehaviour promptly and in line with school policy
- Treat all safeguarding issues seriously and in line with school policy, ensuring they are reported to your school DSO.
- Liaise with school and parents over sickness; illness; accidents etc. Complete reports as required
- Ensure you collect the evidence you require to support any external requirements eg pupil premium and to provide a full evaluation of your course
- Ensure your final course invoice is paid on time

Ensuring clarity and accountability for delegated tasks means you can monitor more easily. It's not easy being the organiser, but it's a great position to think about the impact you have on your group, as without you the course would not happen.

**Well done and thanks**