

## **Role Description Outdoor Instructor**

March 2021

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<b>Division:</b>	<b>The Education People</b>
<b>Unit/Section:</b>	<b>Outdoor Learning</b>
<b>Salary:</b>	<b>£17,938 - £20,033 (TEP 4)</b>
<b>Reporting to:</b>	<b>Operations Manager</b>

### **Purpose of Role:**

Outdoor Instructors support and assist the Operations Manager and other senior Outdoor Learning staff by taking responsibility for agreed outdoor learning activities and equipment under a system of supervision.

Instructors take responsibility for visiting activity groups learning aims, objectives and activity programmes as well as instructing on NGB courses

The role may involve delivering an activity, supporting a visiting group or competing other tasks such as maintenance; ensuring compliance with operating procedures and safety systems.

All Instructors deliver a range of agreed outdoor learning activities for groups of children, young people and adults ensuring activity sessions -

- are fun, inspirational and positive learning experiences
- are tailored to both individual and the group needs
- meet programme aims and learning objectives
- provide progressive and challenging learning and skill development
- are evaluated and feedback key learning and development information to participants
- follow operating procedures and safe systems of work

Outdoor Instructors work individually and as part of a team, working alongside visiting school and group staff, to solve problems and deal with a wide range of issues and situations; including first aid and initial incident management.

The role involves the physical set up and take down of activity and teaching equipment and resources, and a range of maintenance tasks on outdoor activity equipment, the centre and its grounds.

Outdoor Learning activities and teaching take place outside and involve working in wide variety of weather conditions, as well as working during some evenings and weekends.

## Annex A: Main duties and responsibilities:

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Duties of the Instructor may include: -

- Supporting the senior Outdoor Learning staff in the day to day delivery of outdoor learning activity sessions and courses across the Kent-based Outdoor Learning Centers and Outreach Service.

**Swattenden Centre** – a large residential multi-activity centre - Cranbrook, Kent.

**Bewl Water Centre** – a residential watersports and activity centre - Lamberhurst, Kent.

**Kearsney Campsite** – a large seasonal campsite - Dover, Kent.

**Horton Kirby Environmental Centre** – a curriculum study day centre – Horton Kirby, Kent.

**Outdoor Learning Outreach Service** - outdoor learning services delivered in schools.

- To lead whole group activities individually and as part of a team working, alongside other staff (including visiting school/group staff) to contribute to delivering outdoor learning programme aims and learning objectives.
- To liaise with visiting group staff, developing and monitoring learning aims, objectives and activity programmes and dealing quickly and effectively with any group issues or concerns; feedback and seeking support from the Outdoor learning Manager and Business Support Team as required.
- To supervise and coordinate small groups of instructors and teaching staff in the delivery of outdoor learning activities and courses, in support for visiting groups and general Centre and equipment maintenance.
- To take a lead in coordinating and evaluating participants learning progress, providing constructive feedback and supporting the participants as they learn.
- To ensure the safeguarding and welfare of children, young people and vulnerable adults the employee is responsible for or comes into contact with.
- To take responsibility for and ensure specific outdoor activity equipment and resources are checked, maintained and set up/taken down during daily use to a high standard following the Outdoor Centre's operating procedures. To maintain paperwork and records relating to equipment checks and maintenance systems as required.
- Be aware of and implement the Health and Safety Regulations in accordance with the Centre's Health & Safety Policy, its Operating Procedures, guidelines as laid down by the various National Governing Bodies and the policies of The Education People.
- To lead with the general organisation management and safety of groups whilst they are at the centre(s); including running fire drills, giving welcome talks and preparation of residential accommodation.
- Ensure that Health & Safety regulations and guidelines are adhered to by all visiting customers and staff.
- To assist the Business Support Team with customer booking administration and management.
- Ensure the premises, grounds and general centre equipment are kept in good condition and are not misused by visiting groups or course participants

- Be an ambassador for Outdoor Learning.
- Support the market and promotion of the Outdoor Learning Centres and Service.
- Be prepared to undergo further development and training.
- Attend staff meetings as required.
- To undertake any other reasonable duties that may arise to ensure the safe, smooth and efficient delivery of the Outdoor Learning Service.

**Other Job Information (e.g. any special factors or constraints)**

- Physically demanding work, delivering outdoor and adventurous activities on land and water. This includes an amount of manual handling of equipment and potentially people in a rescue situation.
- Working outdoors in all weathers throughout the year on both land and water.
- An Enhanced DBS check will be required as the post involves working with children and vulnerable adults.
- The post holder will be required to undertake further training with a view to developing their skills and experience in teaching and leading outdoor and adventurous activities and improving the quality of their delivery.
- The post holder will be aware of and implement The Education People's Equal Opportunities Policy.
- The nature of outdoor learning services means that the role involves variable working hours will include evenings and weekends. Time off 'in lieu' to be arranged at times convenient to the Centre's operation.
- Annual leave may only be taken after negotiation and approval from the Outdoor Learning Manager; but will not normally be possible during the Centre's peak operating periods.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex B: Person Specification

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	<b>Essential</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Leading Outdoor Learning Experiences</li><li>• Demonstrable skill in Outdoor sports</li></ul>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Working with and teaching children, young people and adults in a school, youth group or outdoor education and learning setting.</li><li>• Experience of leading a range of outdoor learning and adventurous activities; this may include curriculum-based science, geography and field studies activities.</li><li>• Following operating procedures and safe systems of work; and supervising others to do so.</li><li>• Working with people from a range of different ages and abilities.</li><li>• Working with children and vulnerable adults with regard for safeguarding and child welfare.</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Professional</li><li>• To work individually and as part of a team</li><li>• Value quality in all aspects of work</li><li>• Able to relate to children, young people and adults</li><li>• Numerate, literate and computer literate</li><li>• Flexible</li><li>• Self-motivated</li><li>• Safety conscious</li><li>• Enthusiastic about Outdoor Education and Learning and all that it encompasses</li><li>• Willing to learn.</li><li>• Basic skills relating to repairs and maintenance of outdoor activity equipment.</li><li>• Have a “can-do” attitude.</li></ul>

## Annex C: Company Values and Expectations

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At **The Education People** we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.