**Job Description: Outdoor Education Instructor**

**Reports to:** Headteacher, Heads of Schools, Senior Leadership Team, Pastoral Leads, Head of Faculty – Outdoor Education

The post holder will be expected to liaise with staff across the organisation to ensure a consistent approach regarding standards, support, transition and quality of provision.

**Review and Amendment:**

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

**Purpose of the Job:**

To assist in planning and delivering a quality Outdoor Education provision tailored specifically around the needs of students at Oak Tree School.

To ensure quality outcomes can be demonstrated for our students in Outdoor Education.

To be responsible for always promoting and safeguarding the welfare of children and young people within the school. The post holder will be expected to work on his/her initiative and as part of a small team.

**Main Duties:**

There are five main aspects of this role, they include:

Planning and Delivery of Outdoor Education sessions

* To assist in the audit of the existing Outdoor Education team and current provision
* Assist in developing robust medium, and long-term plans to ensure a wide skill set in instructors and quality programme of Outdoor Education across the school
* To work collaboratively with class teachers and develop cross curricular links
* To attend regular team meetings to discuss plans, equipment, training and resource requirement
* To deliver outstanding group and 1:1 sessions, as appropriate
* To build and maintain positive working relationships with external providers, such as climbing walls, and water sport centres

Equipment and Maintenance

* To carefully consider the procurement priorities of the department and ensure equipment needs can be met as the department and school grows
* To assist in continuing to develop an inventory and asset register of current equipment and liaise with the Outdoor Education Lead Instructor over future equipment needs.
* To ensure all equipment is safe to use, regularly checked and serviced as required
* To assist in producing an equipment list pertinent to activities and where required liaise with outside companies regarding hiring equipment in advance

Team

* To work within a team of instructors
* To deliver outstanding sessions

Progress and accountability

* To use in house IT systems to track and record students’ academic and social progress and embed this within the department
* To choose appropriate governing body award schemes in specific activities which can be achieved as an outcome for our students, examples may include DofE, BCU, AQA and SLSGB

Outdoor visits and transport

* To carry out daily and monthly vehicle checks and plan for maintenance with an approved repairer
* To assist in the cleanliness of the school vehicles
* To support staff in the planning of Outdoor visits / trips

**All staff at Oak Tree School will undertake the following:**

* Supervise and provide support for students, ensuring their safety and access to learning
* Assist with the development and implementation of Passports/RRP’s
* Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
* Promote the inclusion and acceptance of all students
* Encourage students to interact with others and to engage in activities
* Encourage students to act independently as appropriate
* Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person
* Be aware of and support differences and ensuring all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities and performance management as required
* Assist with the supervision of students out of lesson times, including before and after school and at breaks / lunchtimes as required

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*

**Personal Specification**

**Job Title:** Outdoor Education Instructor

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Qualification and Training** | Experience in delivering Outdoor Education lessons  Full UK driving licence and use of own vehicle with business insurance  Suitability qualified in several Outdoor Education activities | Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Math’s and English  Hold a current First Aid certificate | Application form/Interview |
| **Special Knowledge & Skills** | Able to self-organise with strong attention to detail  Able to manage the multiple, and sometimes conflicting, demands of the role whilst ensuring successful delivery  A creative problem solver: ability to think on their feet, and take a pragmatic approach to identify the solutions required  Able to build effective relationships and influence, convince, persuade or impress others - in a way that results in acceptance, agreement or behaviour change |  | Application form/ Interview |
| **Any Additional Factors** | Excellent personal presentation  Reliable and punctual  Discreet, confidential & sensitive  Professional and friendly approach  Able to work on own initiative |  | Interview |

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|  | Enjoys working with young people & children  Ability to be flexible  Motivated and have flexible attitude to working  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people  Resilience, humour and intellectual flexibility  A passion for the outdoors and a willingness to work in all weathers |  |  |