

Job Title	<i>Outdoor Education Instructor</i>
Responsible to	<i>Headteacher</i>
Key Internal Contacts	<i>Other staff within the education team</i> <i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region</i> <i>Regional Office Staff</i>
Key External Contacts	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

About the Role

- 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

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of work with autistic spectrum disorders and/or challenging behaviour		✓
Experience of work within an education setting	✓	
Experience of planning, delivering and teaching lessons	✓	
Skills		
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Ability to record information accurately	✓	
Good organisational skills	✓	
Ability to deal with complex and challenging behaviour	✓	
Ability to demonstrate empathy	✓	
Good IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to lead and coordinate effectively	✓	
Qualifications & Training		
Relevant Teaching Qualification	✓	
Willingness to work towards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other		
Commitment to the values of the Organisation	✓	
Driving licence and access to a car		✓