

## **PE instructor/ Outdoor Education / DofE Lead Job Description**

**Reports to      Deputy Headteacher**

### **Job Purpose**

- Plan, prepare and deliver purposeful and productive activities for children.
- Be prepared to innovate and devise imaginatively varied ways of teaching the Outdoor Education experience to children.
- Encourage children and show enthusiasm for their subject indoors and outside and Duke of Edinburgh sessions.
- Select and use a range of different resources and teaching styles, appropriate to the Duke of Edinburgh experience.
- Promote positive management of behaviour in the Outdoor Learning environment, establish routines and boundaries to ensure the safety and good behaviour of the children.

### **Main Duties & Responsibilities**

- Plan and deliver PE lessons, including some Outdoor Education sessions lasting up to a day at a time to classes in the age range of 7-18yrs.
- Create termly plans relevant to the different classes and the learners in those classes.
- Assess and report on progress of students in terms of skill, engagement and behaviour.
- Deliver The Duke of Edinburgh Award and other Outdoor Education qualifications.

### **Creativity and Innovation**

- Working as part of a team, the post holder will have opportunities to work creatively with children in a defined framework, (such as The National Curriculum).
- Maintain a varied and interesting menu of activities for the children to experience and learn new skills from.
- Enabling children to reach their full potential and seeking opportunities for continuous improvement in the school.

### **Contacts and relationships**

- Work with a wide of range of people including school staff and families.
- Communicate sensitively and effectively with parents and carers of children.
- Establish productive working relationships with children, providing immediate feedback, whilst acting as a role model.
- Set high expectations for behaviour and learning.

### **Physical demands**

- The role involves working directly with children including bending, kneeling and crouching for periods of time.
- The Outdoor Education curriculum requires that a broad range of activities, including outdoor play, should be made available for children to access daily, so the role will involve working outdoors in identified Outdoor Learning areas.
- Lifting and carrying of equipment and bending and clearing away after sessions are all a daily part of this role, sometimes assisted by the children.

### **Working conditions**

- Work involves working mostly outdoors, within the school environment, including leading facilitating in an outside environment.
- As with all work with young children, the post holder will experience periods of moderate noise.
- The post holder may also occasionally work in other environments when accompanying the children on trips to places of interest, both within the local community and further afield, for example, on a visit to the beach or forests.
- There is a minimal risk of illness or injury working in a school.

### **Knowledge and skills**

- This role requires the ability to undertake work in one broad area of activity with children aged 7 – 18 years with a basic level of practical knowledge and skills for Learning in the Outdoor Environment.
- Must be willing to train towards an Outdoor Education qualification within the first 12 months of joining the school.

### **Working with children**

- Implementing agreed learning activities and teaching programmes including working with children with additional needs.
- Monitoring children's responses to learning activities through observation and providing objective and accurate feedback and reports as required on child achievement and progress and other matters to class Teachers or senior staff making sure that appropriate evidence is available.
- Encouraging children to both interact and work co-operatively as well as develop independence and self-reliance. This includes promoting positive values, attitudes and good child behaviour acting as a role model, and engaging children in activities and providing immediate feedback in relation to progress and achievement.
- Working with senior staff to establish an appropriate physical and emotional safe and secure learning environment thus ensuring that all children have the opportunity to learn, interact and fulfil their potential.
- Experience working with Outdoor Education with Secondary School students, for example facilitating Duke of Edinburgh Award Scheme.

## **Administration**

- Providing general clerical and administrative support as required – for example, by making an entry in an accident log.

## **General**

- Liaising with senior staff with regard to the need for, preparation of and/or maintenance of general and specialist equipment and resources.
- Being aware of, and complying with, policies and procedures relating to child protection, health safety and security, equality and diversity, confidentiality and data protection and reporting all concerns to an appropriate person.
- The setting operates a policy of collective responsibility, (including all staff and children) towards the safeguarding of all members of the setting and the welcoming of diversity.
- Recognising your own strengths and areas of expertise and using these in the setting.
- Contributing to the overall ethos, work and aims of the school.
- A positive approach to continuous professional development, including accessing recommended training and development programmes as identified by senior staff.

## **Other Duties and Responsibilities**

A job description can never be fully descriptive and exhaustive and therefore teachers are expected to carry out any reasonable tasks requested by the Headteacher. It is also expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

<b>Personal Specification</b>	Essential	Desirable	Measured by: application form / interview
<b>Qualifications and Training</b>			
Degree in Education			A
QTS			A
Other qualifications ( D of E for example)			
Willingness to undertake training			I
Good literacy and numeracy			A/I
Full Driving Licence			I
Current first aid qualification			A
<b>Experience</b>			
Experience of working with young people with complex needs, preferably in an education			A
<b>Knowledge and Understanding</b>			
Understanding / knowledge of Safeguarding			A/I
Understanding / knowledge of pupils with Special Educational Needs (SEN)			A/I
Understanding / knowledge of assessment tools			I
Understanding / knowledge of local and national learning strategies			A/I
<b>Skills</b>			
Ability to work as part of a team			A/I
Able to organise, prioritise and complete tasks efficiently			A/I
Flexible approach to working			I
Ability to build relationships with children & young people			A/I
Able to deal with problems in a positive and systematic manner			I
Ability to use own initiative			A/I
Able to recognise behaviour in children, which gives cause for concern, and follow school procedures.			A/I
Competent in the use of ICT			A/I
Able to work effectively as part of the whole school team			A/I
Able to communicate effectively (both orally and in writing).			A/I
<b>Personal Characteristics</b>			
Punctual and Reliable			A/I

Calm under pressure			A
Self-motivated			A
Positive and energetic approach to work			A/I
Versatile and Flexible			A
Willing to learn from the good practice of others			A/I