

**Job Title** *Outdoor Education and PE Instructor*

**Responsible to** *Principal and Head of School*

*Senior Leadership Team*

*Outdoor Education and PE Lead*

## **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 and physical education experiences to children.
- Encourage children and show enthusiasm for their subject indoors and outside.
- Select and use a range of different resources and teaching styles, appropriate to the Outdoor Learning and PE experiences.
- Promote positive management of behaviour in the Outdoor environment, establish routines and boundaries to ensure the safety and good behaviour of the children.

## **KEY TASK AREAS & RESPONSIBILITIES**

Work under the guidance of the Outdoor Education Lead and PE lead using experience and expertise in an agreed system of supervision to;

- Work with the Outdoor Ed and PE Lead and senior staff in the observation, assessment and planning cycle and to manage and prepare resources across the 5 learning pathways.
- To plan, resource, deliver and assess engaging activities to meet the needs of all learners
- To assess each pupil progress
- Engage with and support children's learning and generally support children with set activities, independent problem solving and creative play.
- Supervise children at all times and this will include lunchtimes
- To manage support staff effectively, ensuring they embrace the ethos of Outdoor Education and physical Education.
- To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
- To regularly check and maintain tools and other equipment.
- To keep records as appropriate of emergency contact details for participants, permission forms and achievement of pupils.
- To complete risk assessment for activities both onsite and offsite.
- To adhere to all relevant policies and procedures of the individual schools and settings.
- To engage in continuous professional development.
- To carry out all other such duties as may from time to time be determined by the line manager.

- To plan and lead visits, trips and out of school activities as required and take responsibility for a groups including Duke Of Edinburgh awards.

**Physical Demands**

The work requires moderate levels of physical effort. It involves lifting and handling of equipment and other resources and to be involved in practical activities and physical care of learners and the physical outdoor environment. The role will include outdoor activities and will require working on uneven surfaces and in unpredictable weather conditions.

**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 statutory Early Years Foundation Stage, National Curriculum, Open Awards certification as well as other outdoor awards).
- All team members would be expected to contribute in this way to maintain a varied and interesting menu of activities for the children to experience and learn new skills from.
- Any considerable changes to planned activities would require input from Outdoor Ed and/or PE Lead.
- All members of the team are expected to take shared responsibility for 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 other school staff and families.
- Communicate sensitively and effectively with parents and carers of children and other stake holders in order to create an appropriate safe and secure learning.
- Establish productive working relationships with children, providing immediate feedback, whilst acting as a role model.
- Set high expectations for behaviour and learning.
- Support the activities of the Outdoor Education and PE Lead and senior staff in promoting and marketing the provision to prospective parents and be an enthusiastic advocate of active learning.

**Work with the Children**

- Implementing agreed learning activities and teaching programmes which are inclusive to all Children at Underley Garden
- Monitoring children's responses to learning activities through observation and providing objective and accurate feedback.
- 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

**PERSON SPECIFICATION**

| <b>Experience</b>                                                                                                                                           | <b>Essential</b> | <b>Desirable</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| A minimum of 2 year experience of planning and delivery of PE and/or PE                                                                                     | ✓                |                  |
| A minimum of 2 years experience in leading and managing a classroom environment                                                                             | ✓                |                  |
| Experienced in working with children with SEN                                                                                                               | ✓                |                  |
| Ability to motivate and inspire children across the range of age, ability and confidence                                                                    | ✓                |                  |
| To be clear, confident, fair, with good behaviour management skills appropriate to the age of the child                                                     | ✓                |                  |
| <b>Skills</b>                                                                                                                                               | <b>Essential</b> | <b>Desirable</b> |
| Able to work independently and to manage own time efficiently                                                                                               | ✓                |                  |
| Excellent communication skills                                                                                                                              | ✓                |                  |
| Ability to work individually and as part of a team                                                                                                          | ✓                |                  |
| Ability to manage support staff and volunteers                                                                                                              | ✓                |                  |
| Ability to effectively manage risk and produce thorough risk assessments, putting suitable measures in place to ensure the safety of all staff and children | ✓                |                  |
| Ability to think creatively and adapt activities to allow all pupils to be included and a commitment to equal opportunities for all learners                | ✓                |                  |
| <b>Qualifications &amp; Training</b>                                                                                                                        | <b>Essential</b> | <b>Desirable</b> |
| Level 3 Forest Schools Programme Leadership Certificate (or at least Level 2 working towards Level 3)                                                       |                  | ✓                |
| Hold a current Paediatric First Aid Certificate, (or be willing to undertake the training)                                                                  | ✓                |                  |
| Hold a Food Hygiene Certificate (or be willing to undertake the training)                                                                                   | ✓                |                  |
| An understanding of Health & Safety requirements and welfare issues of working with children aged between 5 and 19                                          | ✓                |                  |
| Knowledge, understanding and practical experience of Forest Schools provision                                                                               |                  | ✓                |
| Knowledge and practical understanding of child development and pedagogy                                                                                     | ✓                |                  |
| Knowledge and understanding of Physical Education curriculums, including National curriculum                                                                | ✓                |                  |
| Knowledge and understanding of schools, their ethos and how they work                                                                                       | ✓                |                  |
| <b>Other</b>                                                                                                                                                | <b>Essential</b> | <b>Desirable</b> |
| Love of the outdoors and nature                                                                                                                             | ✓                |                  |
| A flexible approach to work commitments                                                                                                                     | ✓                |                  |
| Self-motivated                                                                                                                                              | ✓                |                  |
| Excellent role model for learners, staff and volunteers                                                                                                     | ✓                |                  |
| Ability to sustain moderate levels of physical effort                                                                                                       | ✓                |                  |
| Willingness to work exclusively out of doors, on uneven surfaces and in unpredictable weather conditions                                                    | ✓                |                  |