



Job Title: Outdoor Education Instructor

Grade: Grade 9

Responsible To: Deputy Head teacher

Job Purpose: an experienced outdoor activity instructors will deliver high-quality outdoor education packages to pupils with SEMH at Keyham Lodge School.

MAIN DUTIES AND RESPONSIBILITIES:

- Deliver engaging outdoor education packages to pupils, providing them with valuable learning experiences.
- Facilitate activity courses, ensuring that all participants are safe and actively involved.
- Assist in the organisation, maintenance, and regular checking of equipment to ensure its safety and proper functioning.
- Uphold safety protocols and standards, including safeguarding, inclusivity and diversity, and GDPR, ensuring a safe environment for all participants.
- Actively engage with pupils, fostering their personal and social development through outdoor education.
- Supervise residential groups overnight.
- Maintain an on-site presence to provide first aid and act as a fire warden (training provided) and practical assistance as needed by groups in your care.
- Run evening activities.

Support for Teaching and Learning

- Work with, guide and challenge identified pupils.
- Work with pupils on an individual and group basis to contribute to more effective learning through improved behaviour and social skills.
- Assist in the recording of behaviour incidents
- Monitor and report on the implementation of behaviour plans/ interventions with pupils and contribute to the review of these plans.
- Participate in training in order to keep up to date with possible sources of support and strategies for working with pupils.
- Comply and assist with policies and procedures relating to child protection and safeguarding, reporting concerns to an appropriate person.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection. Reporting to all concerns to the appropriate person.
- Attend and participate in meetings as required before and after the school day.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

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	Essential	Desirable	How assessed
<p><u>Hold at least one of the following qualifications:</u></p> <ul style="list-style-type: none"> • Archery GB Instructor Award. • ERCA, RCI, CWI, or other relevant ropes-based qualification. • MIAS / BC Mountain Bike Leader / Instructor or other relevant cycling qualification. <p><u>Desirable Qualifications</u></p> <ul style="list-style-type: none"> • A walking qualification, such as BEL / ML / HML / LL. • Level 2 Bushcraft Award or equivalent. • A valid first aid qualification. • National Pool Lifeguarding Qualification 	x		<p>App/Doc</p> <p>App/Doc</p> <p>App/Doc</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience instructing a variety of outdoor activities. • Experience of instructing to a range of customers, including young people and adults, with different backgrounds and varying needs. • Demonstrable understanding of health and safety issues pertaining to outdoor activities. • Demonstrable skill delivering quality customer service and positive customer experiences. • Demonstrable understanding of the value of outdoor learning and associated outcomes. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int/ Ref</p> <p>App/Int</p>

Knowledge <ul style="list-style-type: none"> • Knowledge of child protection and health and safety procedures. • To have knowledge of the SEND Code of practice and the graduated approach • Knowledge of databases and the ability to extract information and present reports. 	X		App/Int/ Ref
	X		App/Int/ Ref
	X		App/Int/ Ref

	Essential	Desirable	How assessed
Skills/Attributes <ul style="list-style-type: none"> • Enthusiastic and passionate about nature and the outdoors. • Passionate and demonstrably committed to improving the lives of children and young people. • Pupil centric mindset with exceptional pupil liaison skills. • Able to quickly establish rapport and build effective relationships across a range of personas. • Composed demeanour, able to keep calm under pressure and solve problems when they arise. • Articulate communicator, able to confidently communicate with a wide range of people. • Collaborative team player with a willingness to work effectively with others. • Able to work independently, demonstrating proactivity and initiative. • Self-motivated with a positive attitude, growth mindset and keen willingness to develop. • Impeccable work ethic with a practical, flexible, and dynamic approach to work. • Absolute commitment to Keyham Lodge's principles of equality, diversity and inclusion. • Demonstrate living our values. • Absolute discretion and ability to maintain confidentiality 	X		App/Int
	X		Int/Ref
	X		Int/Ref
	X		Int/Ref
	X		Int/Ref
	X		App/Int/ Ref
	X		App/Int/ Ref
	X		App/Int/ Ref
	X		App/Int/ Ref
	X		App/Int/ Ref
	X		App/Int/ Ref

<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work and punctuality. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. • A willingness to undertake additional training, keep up to date with developments and changes in good practice. • Full driver's license and access to a car • Willingness and ability to travel between schools within the Trust when required. 			<p>App/Ref/ Med</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>			<p>Med</p>

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire Doc =

Documentary Evidence (E.g., Certificates)