



Adventure Learning Instructor Job Description

As part of the Delta Education Trust, Delta Bespoke manages and runs a series of Outdoor Education Centres for young people. Our vision, ***Happiness in the Pursuit of Learning*** embodies our passion for creating learning and educational opportunities for students who find being in the classroom difficult. We are looking for enthusiastic and inspirational Instructor to share our vision in all they do.

Job Title	Outdoor Learning Instructor
School	Delta Bespoke @ The Quay School
Grade	UQTS / MPS
Reporting to	Centre Lead
Contract	Permanent

Main Purpose of the job

- Support the delivery of the outdoor learning programme, assessing students in line with their individual learning plans
- Supervise and support students both individually and in groups.
- Plan and deliver sessions which meet the needs of individual students' development as identified through regular target setting on Individual Programmes by setting tasks which challenge students and ensure high levels of interest and attainment
- Help students achieve learning and behaviour targets as specified in Individual Programmes.

Duties and Responsibilities

- To provide coaching and support for students in all aspects of outdoor and life skills.
- Supervise, train and assess students at an off-site provision.
- Continuous development of quality and value for money of outdoor and life skills.
- To work with other instructors, teachers and support staff to ensure that all students benefit from high quality teaching & learning.
- To support the individual training of students.
- To maintain accurate and detailed records of candidate progress and achievement.
- To attend course and quality meetings to provide feedback on progress made towards achievements and student success.
- To support the team in the development of new procedures and materials.
- Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision for external verification.
- Liaise with teaching staff, parents, outside agencies as necessary building meaningful relationships by communicating effectively with your colleagues, The Governing Body, other professionals within the Local Authority, Voluntary agencies

- Participate in further training/professional development programmes in order to improve your own teaching
- Maintain an awareness of your role in Behaviour Management methods and techniques and to implement Trust and School policies in relation to these and to undertake regular training as required
- Contribute to planning and review meetings
- Develop effective professional and constructive relationships with colleagues

Training

- Support the individual training of students while working within the workshop areas and off site
- Maintain accurate and detailed records of candidate progress and achievement
- Attend courses and quality meetings to provide feedback on progress made towards achievements and student success
- Support the team in the development of new procedures and materials
- Support quality systems and procedures, assisting with the monitoring, evaluation and audit of the provision for external verification

Personal and professional conduct

- Develop effective professional and constructive relationships with colleagues
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Be required to safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.

Other

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be responsible for your health, safety and welfare in accordance with the School's policy and the Health and Safety at Work Act, 1974.
- Perform your duties in accordance with School's Equal Opportunities Policy and Safeguarding Procedures.
- Perform all duties efficiently and with the utmost care and confidentiality.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

Person Specification – Outdoor Learning Instructor

Criteria	Essential	Desirable
Qualification and Experience	<ul style="list-style-type: none"> At least 2 relevant professional qualifications in outdoor education eg BC Level 2, MIAS Level 2, RCI, NCC Guide Award, ML Summer, SLSGB Lifeguard etc. Demonstrate experience of motivating and supporting individuals to achieve Experience of working in an environment where there are young adults and have experience in training At least 2 years of relevant work experience Ability to produce and prepare lesson plans, resources, schemes of work and activities that meet curricular requirements within the Quay School Outdoor First Aid Qualification Evidence of continuing professional development 	<ul style="list-style-type: none"> Have experience of successful team working and be committed to a team based approach Have an understanding of Foundation Learning programmes and their assessment procedure.
Skills and Knowledge	<ul style="list-style-type: none"> Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance Excellent communication skills both verbal and written Ability to take responsibility for food safety issues and recording data 	<ul style="list-style-type: none"> Excellent communication skills both verbal and written Experience of using spreadsheets, Microsoft word and excel and willingness to train on the School's Management Information System Ability to undertake responsibility for stock taking and order supplies, using the school systems
Personal qualities	<ul style="list-style-type: none"> Share our vision A commitment to getting the best outcomes for all students and promoting the ethos and values of the school High expectations for children's attainment and progress Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality A belief that ALL students have the right to an education Resilience – tomorrow is a new day with new opportunities Willingness to work over student lunch hours and in different locations 	

Other factors	<ul style="list-style-type: none"> • Full valid driving licence • Satisfactory pre-employment checks including DBS, references and full career history • Willingness to work over student lunch hours and in different locations 	<ul style="list-style-type: none"> • D1 minibus driving licence
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Notes: This job description may be amended at any time in consultation with the postholder.