

**Job Description & Person Specification**

**Job title: Outdoor Education Instructor**

**Responsible to: Head of Education/Depute Head of Education**

**Job Description**

**Purpose**

The **Outdoor Education Instructor** will promote and uphold the vision and values of the Good Shepherd Centre (GSC) as a place of care, safety, and learning. Our purpose is to provide a positive, life changing experience for young people through individual care, education and skills development focused on promoting young people’s mental and emotional wellbeing and longer-term positive outcomes.

Through ensuring that the work is in keeping with legislative, procedural, and good practice requirements and guidance, the overall focus of the role is to deliver outdoor learning activities to young people, both in school curriculum time and **during** school holidays.

The **Outdoor Education Instructor** will engage with vulnerable young people to provide exciting and enjoyable ways to learn; providing opportunities and support to achieve their highest potential in outdoor education and future success in training and work.

They will supervise and support young people in a nurturing, stimulating and outdoor environment, ensuring all activities are provided to a high standard and that an appropriate level of safety and security are always maintained.

**Responsibilities, Activities and Duties**

The specific actions and programmes for this role will be defined by the Good Shepherd Centre (GSC).

**Young People:**

* Provide a safe and engaging environment for young people to thrive.
* Motivating and inspiring children and young people to participate in sport and outdoor education.
* Supervise and support young people whilst carrying out all activities.
* Promote, monitor and maintain health, safety and security in the outdoor environment.
* Use outdoor learning to develop and mentor young people in a positive way.
* Customise programmes for individual young people as appropriate.
* Plan, track and monitor young people’s progress and provide reports for outdoor education.
* Work within a school environment, building a rapport with the young people and create strong relationships with other members of staff.

**School Specifics:**

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| * Develop and oversee the delivery of the Duke of Edinburgh Award in line with the Operating Licence through the Good Shepherd Centre’s own programmes. * Initiate, develop, and deliver outdoor education programmes and activities for young people to include trips and excursions, DoE expeditions and activity sessions. * Ensuring there are more opportunities to participate in sport and sport in the wider community (where possible) and high quality is delivered. * Deliver a range of Wider Achievement Qualifications e.g., John Muir, Paddlesports etc. * Accompany trips and excursions as part of this programme, including overnights. * Engage GSC staff to support outdoor education and provide training or access to courses. * Maintain the outdoor education stores and resources to ensure that all equipment is adequately logged, monitored, and maintained so that it is available for issue, use and return as required. * Maintain records of all work or repairs undertaken in the outdoor education stores and to advise the Education Management Team of any concerns regarding equipment. * Prepare lesson plans and the equipment needed in advance of the lessons. * Provide assessments for young people and adapt lesson plans based upon the ability of the group. * Attend staff briefings and meetings (when required) and to be familiar with all school routines and policies.   **Partnership Working and Wider Community:**   * Building capacity through the recruitment, retention, and development of a network of volunteers to deliver sport. |
| * To improve partnership working with our local community and sport clubs to increase outdoor education. * To promote community engagement in sport, outdoor and recreational activities by strengthening local, regional sports specific pathways and regional partnerships. |

**Undertake other tasks including:**

* Work closely with school senior management team(s) and all relevant departments and partners to ensure the priorities for the Good Shepherd Centre are delivered.
* Recruit and support coaches, leaders and volunteers and ensure ongoing training opportunities.
* Source additional funding opportunities to further enhance the sports opportunities in school sport and sport in the community.
* Coordinate and develop extended curricular opportunities for physical activity and sport in the school and the wider community.
* Develop a network of sustainable clubs and supporting pathways for GSC staff and young people.
* To support the effective monitoring, evaluation, reporting and communication process at operational levels for the Good Shepherd Centre.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to degree level or equivalent. |  |
| **Experience** | * Duke of Edinburgh leader and assessor status * Pursue and maintain accreditation in a range of outdoor education activities e.g., bikeability, paddlesports, mountain biking. * Knowledge & understanding of maintenance practices relevant to equipment and facilities. * Knowledge of health and safety and risk assessing when working within the Outdoor adventurous activities’ environment * Extensive experience of engaging with children, young people and volunteers in sport and physical activity within the education, sport, health, community, leisure and/or leisure sectors. * Proven project management experience. | * Experience of the primary and secondary curriculum and working in a school environment. * Experience of physical activity planning and knowledge of strategic sports development planning. * Knowledge and experience of financial management. |
| **Professional Registration** | * Membership of a relevant professional organisation such as SSSC, GTCS or another relevant Professional Regulatory Body. |  |
| **Professional Qualities** | * Ability to engage effectively and deliver outdoor activities with young people. * Ability to work with groups of young people in an outdoor education setting. * Ability to demonstrate an interest in Young People’s welfare, and a sense of enjoyment in being with young people. * Ability to demonstrate Youth Work skills. * Ability to risk assess and deal with complex situations involving groups of young people engaged in a diverse range of activities under a variety of weather and other environmental conditions. * Ability to lead, motivate and organise young people. * Ability to work under pressure and to meet conflicting demands within timescales. * ICT literate, in particular in using email and Duke of Edinburgh portal. * Pro-active with highly developed organisational and time management skills * Willing to adapt to change and show a flexible approach. * Ability and willingness to work constructively as part of a team. * Understanding of young people with additional educational needs * Commitment to raising levels of young people’s engagement and to the success of the Education department and wider GSC. * Ability to be innovative and creative. * Clearly demonstrate the ability to engage with key partners and maintain good working relationships. * Clearly demonstrate excellent written and verbal communication skills. * Ability to prioritise tasks, meet deadlines and work on own initiative. * Competent in using Word, Excel, and PowerPoint. * Full and valid driving licence. |  |
| **Personal Qualities** | * Ability to work as a team member. * Enthusiastic and highly motivated with the ability to motivate others. * Excellent interpersonal skills. * Strong influencing and negotiating skills. * Ability to build trust and devolve responsibility and resources to partners/colleagues. * Clear understanding of the benefits that physical activity and sport can bring to all. * Resilient and able to deal confidently with difficult challenges. |  |