

<b>Post title:</b>	TUTOR Outdoor Learning Service
<b>Grade:</b>	Unqualified teacher scale (Local conditions)
<b>Responsible to:</b>	Head of Centre
<b>Staff managed:</b>	None
<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Outdoor Learning Service
<b>Job family:</b>	<b>E - Education/School</b>
<b>Date of issue:</b>	August 2024

### Job context

- Deliver high quality outdoor learning which is appropriate to client groups.
- Preparing, delivering and reviewing outdoor learning, working to the educational objectives set by schools and clients and within educational programmes developed by the Service's teachers.
- Undertake responsibility for the practical operation of courses supported by senior staff.
- Post holders will be based at one centre but may be required to work on outreach programmes at schools and other locations and at other centres.
- Tutors are required to fulfil requirements and duties set out in the current pay and conditions documents relating to the conditions of employment of teachers.
- DBS clearance required.
- This role involves spoken communications, so a confident use of English language is required.
- This post is deemed to be a Safety Critical post in line with the Council's Workplace Substance Misuse Policy. In addition to those circumstance listed in the policy where a test will be required, this post will be subject to random testing.

### Job Specifics

- The post is non-residential. The post holder needs to be available for regular evening, overnight and weekend working. Normal working requirement will not exceed 12 weekends per year and one evening and overnight duty per week on average.
- This post may be asked to provide on call support when groups are in residence and/or activities are taking place.
- In line with the all year round operations of the Service annual holidays may not correspond to timing with school weeks and holidays but will be taken by arrangement with the Head of Service according to operational needs and health and safety considerations of the Service.

### Job purpose

**Deliver high quality outdoor learning which is appropriate to client groups.**

### Operational Management:

- Establish constructive relationships with children, young people and visiting teachers and other adults.
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Organise and manage appropriate learning environments and resources.
- Take responsibility for the leadership of an assigned group of children, young people and/or adults on and off the centre site.
- Take responsibility for the suitable deployment of other adults assigned to your group during activities.

	<ul style="list-style-type: none"> <li>• On site supervision of young people and support to visiting schools and groups (e.g. introductions to the centre, mealtime and evening duties and activities)</li> <li>• As required day and overnight on call duties including sleeping on site if required.</li> <li>• Take responsibility for one or more areas of the centre's and/or service's provision including deployment of resources, supported by senior staff.</li> <li>• Participate in the Service's performance management scheme.</li> <li>• Participate in training and performance development as required.</li> <li>• Drive Centre minibuses and transport, towing trailers when necessary.</li> </ul>
<b>Resource management:</b>	<ul style="list-style-type: none"> <li>• Develop and maintain an up-to-date knowledge and skills in outdoor learning and all taught outdoor activities.</li> <li>• Within an agreed programme, plan and prepare teaching and learning activities and evaluate and adjust as appropriate.</li> </ul>
<b>Partnerships:</b>	<ul style="list-style-type: none"> <li>• To have a commitment to the shared values and the common purpose of developing a culture of interagency working, including statutory bodies, third and private sector organisations.</li> <li>• Promote the Service's vision and opportunities to schools and others.</li> <li>• Provide objective accurate feedback and reports as required on pupil achievement, progress and other matters.</li> <li>• Liaise were required with clients, schools and services.</li> <li>• Work in a team context – forging and sustaining relationships with visiting staff, staff across the service and with other agencies.</li> <li>• Maintain good relationships with the local community, farmers and landowners, AONB and National Parks.</li> </ul>
<b>Strategic management:</b>	<ul style="list-style-type: none"> <li>• To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.</li> <li>• Where required, support transfers within all Key Stages and into the world of further education, training and employment</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Play a positive role in ensuring good communication and working relationships within and across the service, schools and clients.</li> <li>• Challenge and motivate pupils, promote and reinforce self-esteem.</li> <li>• Work with the Service's agreed discipline policy and with visiting staff to anticipate and manage behaviour constructively, promoting self-control and independence.</li> <li>• Know how to interact with children in ways that support the development of their ability to think and learn.</li> <li>• Know how to obtain support and report concerns.</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>• To ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users.</li> <li>• Where required, support transfers within all Key Stages and into the world of further education, training and employment</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>• Be aware of and comply with NYC and service policies and procedures relating to child protection, health, safety and security.</li> <li>• Be able to recognise and assess potential hazards and when children or young people are at risk of harm and take action to protect them.</li> <li>• Have an awareness and appropriate knowledge of the most recent legislation and best practice in risk management of outdoor activities.</li> </ul>

**Person specification:**

**Essential**

**Desirable**

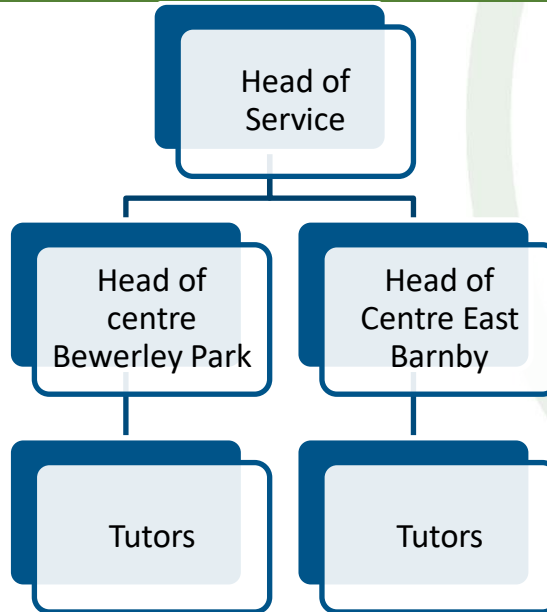
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge of current approaches in outdoor learning</li> <li>• Basic relevant knowledge of the environment /natural history</li> <li>• Good knowledge of at least three outdoor activities from personal participation</li> <li>• Working knowledge of child/young person's development and learning processes.</li> <li>• Knowledge of best practice in health &amp; safety and risk management in outdoor education</li> <li>• Personal current experience in relevant outdoor activities</li> <li>• Proven successful tutoring / instructing in outdoor activities.</li> <li>• Experience of developing skills in others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people with wide range of needs and abilities</li> <li>• Working with children and young people with a range of special needs</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Able to prepare, deliver and review high quality outdoor learning.</li> <li>• Good communication and interpersonal skills: able to communicate effectively with all children, young people, teachers and other adults</li> <li>• Able to lead, motivate and inspire.</li> <li>• Able to assess situations, make sound judgements, act reliably and decisively in challenging circumstances.</li> <li>• Motivated and committed team worker.</li> <li>• Able to work creatively and with innovation.</li> <li>• Ability to view change positively</li> </ul>	<ul style="list-style-type: none"> <li>• High personal skill level in at least one activity</li> <li>• Demonstrable IT skills and ability to use them as part of the learning process.</li> <li>• Ability to instruct all standard activities on centre programme.</li> </ul>
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• <a href="#">link</a></li> </ul>	
<p><b>Professional Qualifications</b></p> <ul style="list-style-type: none"> <li>• Current first aid qualification (min 16 hours HSE approved outdoor context)</li> </ul> <p><u>Minimum National Governing Body (NGB) qualifications:</u></p> <ul style="list-style-type: none"> <li>• Summer Mountain Leader (ML)</li> <li>• UKCC Level 2 (and relevant endorsements) or British Canoe Union (BCU) Level 2 Inland Kayak and/or Open Canoe or Paddle Leader Award (PLA)</li> <li>• Single Pitch Award (SPA) or Rock Climbing Instructor (RCI)</li> </ul> <p>The Service Leadership has the discretion to recognise Royal Yachting Association (RYA) Dinghy Instructor, UKCC Level 2 Mountain Bike Leader/coach or Instructor/Local Cave Leader as an alternative to one of the above awards on appointment in accordance with the needs of the service. The three key awards will be achieved within a reasonable time scale agreed on appointment.</p> <ul style="list-style-type: none"> <li>• Licensed to drive minibuses and trailers</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or other level 4 or 5 qualification in relevant subject area</li> <li>• Other NGB leadership awards (to be achieved within a number of years as agreed in performance management) :</li> <li>• RYA Dinghy Instructor</li> <li>• RYA safety boat</li> <li>• UKCC L2 Mountain Bike Leader</li> <li>• Local Cave Leader</li> <li>• Orienteering Instructor</li> <li>• A Higher-level Outdoor qualification (e.g. MIA/MIC, BCU coach level 5, RYA senior Instructor, CIC etc)</li> <li>• Other NGB leadership awards</li> <li>• APIOL (Accredited Practitioner in Outdoor Learning)</li> <li>• Training in environmental education</li> <li>• MIDAS (Minibus training)</li> </ul>
<p><b>Other Requirements</b></p>	

- Working Hours: A flexible attitude to working time is essential. Staff, as part of normal working practice in outdoor education, will be expected to ensure necessary supervision of young people during daily programmes, and undertake evening, weekend, overnight and expedition supervision when required.
- Ability to travel across the County if required.
- Ability to work as required, flexibly across the year, including more time in summer season and less in winter.
- Ability to attend to work commitments in evenings and at weekends

### **Career progression:**

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

## Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.