

Job Description



Job Title: Tutor Instructor – Fairplay House	Service Area: School Improvement Commissioning	
Directorate: Children's	Post Number: LBN30478	Evaluation Number: FROM HRMI SYSTEM
Grade: JNC 11 - 14	Date last updated: October 2019	

Overall Purpose of Job

To provide high quality professional instruction/tuition for a range of outdoor education-based activities. To be responsible for the safety of clients on and off-site.

Job Context

The post holder reports to one of the senior instructors.

1. The post holder does not have line management responsibility.
2. The post holder does not have budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.
4. The post holder will be required to wear a uniform and to ensure that all staff adhere to this dress code.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To lead groups of clients on and off-site as outlined by the Manager/Senior Instructor and ensure that the activities being undertaken are carried out in line with the Centre's policies and guidelines.

2. To take a full and active part in the residential work of the Centre under the guidance of the Manager/Senior Instructor
3. Assist in ensuring the delivery of a coherent, progressive and well-planned programme of outdoor activities for young people in line with the Centre's and Borough Council's policies and guidelines.
4. To assist in the development of the outdoor programmes.
5. To assist with the supervision and pastoral care of young people and adults in residence in the centre, including pupils with special needs.
6. To comply with the Health and Safety requirements.
7. To attend and participate in meetings as requested.
8. To take an active role in promoting the physical and mental wellbeing of groups attending the OEC.
9. To instruct (experience, training and qualifications allowing) a range of outdoor pursuit and field work activities including:
 - Sailing, canoeing, kayaking, raft building
 - Caving, archery orienteering
 - Rock climbing, abseiling, high ropes, zip wire, giant swing
 - Environmental studies, beach combing, crabbing
 - Personal/group development, woodland games
10. To liaise and work in conjunction with colleagues and visiting groups on the preparation, completion and written evaluation of courses.
11. To undertake evening duties and occasional weekend working as and when required.
12. To participate in staff development and inset activities as appropriate and be prepared to undertake further professional development.
13. To carry out repairs and practical maintenance tasks as required by the Manager.
14. To be involved in any other aspect of the Centre's activities as may reasonably be required by the Manager.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: Energetic, intelligent, helpful, highly motivated, highly committed to outdoor educations and an excellent communicator.	Application Form/Interview/Test
Ability to teach enthusiastically and	Application Form/Interview/Test

professionally and relate well to young people. Behave as a role model to clients. Excellent communication and team working skills. Knowledge and experience of working with a range of primary/adult phase young people including pupils with special needs. Be prepared to attend training. A good understanding of, and strong commitment to equal opportunities for all.	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
EXPERIENCE: Experience of safely delivering a programme of social and developmental education and other activities organised by an Outdoor Education Centre Ability and experience of care and maintenance of centre and centre equipment	Application Form/Interview/Test Application Form/Interview/Test
SKILLS AND ABILITIES: Ability to work well in a small team. Ability to empathise. Good communication skills. Sound group control skills, and ability to manage and motivate children and adults. High level of personal skills, and a willingness to develop personally and professionally. Ability to be resourceful and adaptable. Ability to keep equipment tidy, well maintained and checks recorded.	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test

QUALIFICATIONS: Minimum of two National Governing Body Qualifications covering a range of outdoor pursuits and field work activities including: • Sailing/canoeing (desirable) • Climbing/high ropes (desirable) • Archery • Orienteering • Caving • Environmental Studies • Personal/Group Development	Application Form
OTHER SPECIAL REQUIREMENTS: Willingness and ability to work occasional evenings and weekends to maintain service delivery. Some of the duties undertaken by this post may require the post holder to have a full current D1 driving licence, and be willing to drive a Council vehicle after completing a Council driving test. This post is subject to an enhanced DBS check. This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form/Interview Application Form/Interview/Test Satisfactory clearance at conditional offer stage Application Form