

# Job Description and Person Specification

## Casual Tutor of Outdoor Education

Job Details	
Grade	6
Service	Children and Education
Location	Plas Dol y Moch Outdoor Education Centre, Maentwrog, Bleanau Ffestiniog. LL41 3YT
Job Evaluation Code	R685036675

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Based at Plas Dol y Moch in Snowdonia, Wales, to be a member of the Coventry Outdoors staff team delivering a range of Outdoor Education and Adventurous Activities, working with children, young people, schools, families and other key groups. Experienced in the provision of casual outdoor education our tutors will be able to deliver high-quality programmes and sessions to the wide variety of groups that visit our centre each year to cover ad-hoc staff shortages.</p>

### Main Duties & Key Accountabilities

- To provide specialist delivery of Outdoor Education adventure activities to children and young people in line with the course aims
- To provide specialist delivery of Outdoor Education and adventurous activity to families and adults in line with the course aims
- To prepare, deliver, review and evaluate those aspects of delivery for which you are responsible at any one time e.g. canoeing, climbing, mountain activities, gorge activities, underground activities, field work, environmental activities; this in relation to the Centre's policies, curriculum documentation and development plan
- Where required, to provide written contributions for assessments and reports
- To promote inclusion and equality of opportunity within all sessions and programmes
- Remain current and competent in all appropriate National Governing Body (NGB) qualification, Centre validations and appropriate first aid qualification relating to the activities programmed to deliver ensure, and ensure you work within the remit of your qualifications and/or validations as directed by the Head of Centre
- To safeguard the welfare of all students, ensuring sessions, programmes and activities are undertaken in accordance with NGB standards and the Centre's policies and procedures.
- Drive the Centre vehicles, including towing trailers, within the Centres operating procedures
- Ensure all technical equipment used is fit for purpose, isolate, and report any damaged equipment as soon as reasonably practicable to the Head of Centre
- Maintain an enhanced DBS, safeguarding and other mandatory training as directed by the Head of Centre
- If programmed to work an evening session, to remain on-call overnight to respond to any emergencies at the Centre (note there is an additional payment for overnight duties).
- To undertake all duties related to the post in a manner concordant with Coventry City Council policies
- Any other duties and responsibilities within the range of the salary grade.

### Key Relationships

External:	<ul style="list-style-type: none"> <li>• Group members</li> <li>• Visiting Staff</li> <li>• Teachers</li> </ul>	Internal:	<ul style="list-style-type: none"> <li>• Centre staff</li> <li>• Children &amp; Education workforce</li> </ul>
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### Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Training**

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

**Responsible for**

None

**Person Specification**

**Requirements**

Knowledge	Up to date knowledge of the Outdoor Education, pedagogy and practice and how this supports schools in delivery of the curriculum
Knowledge	How Outdoor Education generally, and residential Outdoor Education in particular, can contribute to increased levels of attainment, achievement & personal development in children and young people
Knowledge	Understanding of the risk management of the delivery of adventurous activities and detailed knowledge of the requirements of the Adventure Activity Licensing Regulations
Skills And Ability	The ability to plan and delivery outdoor educational programmes to groups using a broad range of outdoor skills in a range of Outdoor Education Programmes, Sessions and Activities with a child centred approach
Skills And Ability	Ability to relate well to children, young people and adults and adapt sessions to accommodate a range of skills and abilities within an outdoor setting
Skills And Ability	Ability to follow and effectively implement session and lesson plans drawing on the set learning objectives

Skills And Ability	Excellent organisational skills - being able to initiate and lead programmes and provision.
Skills And Ability	To have a level of verbal and written communication skills that will facilitate the delivery of activity sessions and safety information.
Skills And Ability	Ability to deliver safety briefings, activity briefings and provide supervision and support as and when needed.
Skills And Ability	To have high levels of energy, enthusiasm and reliability.
Skills And Ability	Must be reliable, flexible and with a positive outlook
Skills And Ability	Able to align with the Centres ethos, course aims and objectives
Experience	Experience of working as an Outdoor Educator / Tutor in an Outdoor Centre, School, Youth provision or other outdoor setting.
Experience	Experience in delivering NGB recognised sessions and activities to groups
Experience	Experience of managing groups of children, young people and adults with a variety of needs and abilities, within an Outdoor Education setting.
Qualification	<p>At least 2 NGB Leadership qualifications from the following:</p> <ul style="list-style-type: none"> <li>• Cave/Mine leader (with North Wales sites listed)</li> <li>• Summer Mountain Leader or above</li> <li>• Paddle Sports leader or equivalent</li> <li>• Rock Climbing Instructor or above</li> </ul> <p>Current 16hr Outdoor First Aid certificate Full UK Driving Licence with D1 Desirable qualifications:</p> <ul style="list-style-type: none"> <li>• D1 + E</li> <li>• MIDAS</li> </ul>
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Gethin Thomas		
Job Title:	Head of Centre	Date:	12/3/25