

Job Description and Person Specification



Job Description

Job Title	Outdoor Education and Adventure Tutor
Grade	6
Service	Coventry Outdoors (Outdoor Education Service)
Reports to	Head of Centre, Plas Dol y Moch OEC
Location	Plas Dol y Moch OEC, Maentwrog, Bleanau Ffestiniog. LL41 3YT
Job Evaluation Code	A5842



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: 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:



About the Service your team will provide

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 outdoor education our tutor will be able to deliver high-quality programmes and sessions to the wide variety of groups that visit our centre each year. Our tutors will also support with operational duties to ensure the safe and effective function of the Centre.

Main Duties & Key Accountabilities

Core Knowledge

Under the direction and support of the management team, the Outdoor Education & Activity Tutor is responsible for:

- Leading groups of children and young people on a range of on and offsite outdoor adventure activities focused on each groups specific aims and learning objectives
- Preparing, delivering reviewing, and evaluating 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
- Facilitating onsite evening activities, and if programmed, to remain on-call overnight to respond to any emergencies at the Centre (note there is an additional payment for overnight duties).
- Assisting with the general running of the centre
- Maintaining your relevant National Governing Body (NGB) qualification, remaining current in these qualifications, maintaining any Centre validations and appropriate first aid qualification relating to the activities programmed to deliver ensure
- Working within the remit of your qualifications and/or validations as directed by the Head of Centre
- Driving the Centre vehicles, including towing trailers, within the Centres operating procedures
- Ensuring all technical equipment used is fit for purpose, isolate, and report any damaged equipment as soon as reasonably practicable to the Head of Centre
- Showing high levels of energy, enthusiasm and professionalism, acting as a suitable role model for the children and young people; focusing on engagement, participation, development and enjoyment, working both independently and alongside other staff.
- Working professionally within the team and on your own initiative, often without direct supervision.
- Being punctual, ensuring effective personal planning and preparation and to dress and act in a professional manner at all times in line with centre expectations.
- Continuously promoting and ensuring the welfare and safeguarding of children and young people in your care.
- Ensuring completion of any documentation required in relation to Outdoor Education Curriculum projects, programmes and sessions, such as assessment, evaluation and risk management.

- Seeking at all times to foster good relations, keeping others informed of relevant issues and developments regarding the service.
- Ensuring that facilities and equipment used are safe for users prior to and during activities in accordance with City Council, departmental Health and Safety, NGB and Centre Operations.
- Carrying out the duties of this post with due regard to relevant Council policies and in line with the Safety Policies and Operating Procedures of the Outdoor Education Service
- Any other duties and responsibilities within the range of the salary grade.

Physical Demands

The work requires moderate levels of physical effort. It involves lifting and handling of outdoor/activity equipment, play equipment and other resources and to be involved in practical activities and physical care of learners and the physical environment.

Activities are mainly outdoors and will require, at times, delivering in unpredictable weather conditions.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Person specification

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Knowledge	
<ul style="list-style-type: none"> Up to date knowledge of the Outdoor Education, pedagogy and practice and how this supports schools in delivery of the curriculum 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> Understanding of the risk management of the delivery of adventurous activities and detailed knowledge of the requirements of the Adventure Activity Licensing Regulations 	
<ul style="list-style-type: none"> Good knowledge of child protection and safeguarding issues 	
Skills and Abilities	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> 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 	
<ul style="list-style-type: none"> Ability to follow and effectively implement session and lesson plans drawing on the set learning objectives 	
<ul style="list-style-type: none"> Excellent organisational skills - being able to initiate and lead programmes and provision. 	
<ul style="list-style-type: none"> To have a level of verbal and written communication skills that will facilitate the delivery of activity sessions and safety information. 	
<ul style="list-style-type: none"> Ability to deliver safety briefings, activity briefings and provide supervision and support as and when needed. 	
<ul style="list-style-type: none"> To have high levels of energy, enthusiasm and reliability. 	
<ul style="list-style-type: none"> Must be reliable, flexible and with a positive outlook 	
<ul style="list-style-type: none"> Able to align with the Centres ethos, course aims and objectives 	
Experience	
<ul style="list-style-type: none"> Experience of working as an Outdoor Educator / Tutor in an Outdoor Centre, School, Youth provision or other outdoor setting. 	
<ul style="list-style-type: none"> Experience in delivering NGB recognised sessions and activities to groups 	

- Experience of managing groups of children, young people and adults with a variety of needs and abilities, within an Outdoor Education setting.

Qualifications

- **Must have at least 2 NGB Leadership qualifications as follows:**

- ✓ Cave/Mine leader (with North Wales sites listed)
- ✓ Summer Mountain Leader or above
- ✓ Paddle Sports leader or equivalent
- ✓ Rock Climbing Instructor or above

- Current 16hr outdoor First Aid certificate

- Full UK Driving Licence with D1

Desirable qualifications:

- QTS, JNC Youth Work (L2/3), NPLQ
- MiDAS Assessment
- D1 + E Driving Licence

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).
- A willingness to travel to and work in Coventry when required.
- A willingness to work outside normal hours as required by the needs of the service.

Date Created	3 July 2023	Date Reviewed	
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