

Job Description and Person Specification

Role: Senior Tutor of Outdoor Education & Adventure, Plas Dol y Moch



Job Description

Job Title	Senior Tutor of Outdoor Education
Grade	7
Service	Coventry Outdoors (Outdoor Education Service)
Reports to	Head of Centre, Plas Dol y Moch OEC
Location	Plas Dol y Moch
Job Evaluation Code	A6158



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

Purpose of the role

Based at Plas Dol y Moch in Eryri (Snowdonia), North Wales, to be a senior member of the Coventry Outdoors staff team planning, programming and 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 Senior Tutor will be required to liaise with visiting group leaders and the Head of Centre to plan, prepare, induct and oversee the deliver high-quality programmes and sessions to the wide variety of groups that visit our centre each year.

The Senior Tutor will support the Head of Centre in mentoring Outdoor Education tutors and risk assess staff's decision making in relation to activity and venue choice each day, in line with the Centres policies.

In the absence of the Head of Centre the Senior Tutor will act as the Centres Designated Safeguarding Lead and support with operational duties to ensure the safe and effective function of the Centre.

Senior Tutor will be expected to work both evening duties (with overnight on-call), and weekends.

Main Duties & Key Accountabilities

Core Knowledge

In line with Coventry Outdoors policies, procedures and standard operating procedures.

- Support the Head of Centre in overseeing the day to day running of the centre
- Oversee adventure activity programmes, ensuring courses are delivered in-line with the Centres Risk Assessments, Policies and Procedures
- Oversee and advise staff on safety and activity decision making and appropriate venue selection
- Delivery of staff inductions, training & observations
- To be on a rota for on-call requirements supporting staff and co-ordinate in an emergency, including overnight and weekends
- Co-ordinate the planning and organisation of courses allocated to them, including liaising with school/ group leaders, identifying objectives, planning and programmes
- Deploy staff on courses in liaison with the Head of Centre.
- Complete data and course evaluation reports as required against objectives in liaison with visiting staff and Head of Centre.
- Assist in developing and updating relevant sections of the Centre's Procedures, Safety Policy and Risk Assessments, ensuring the relevant requirements of the Adventure Activities Licensing Authority Requirements are met.
- In the absence of the Head of Centre to act as the Designated Safeguarding Lead

- Lead groups of children, young people and adults on a range of on and offsite outdoor adventure activities focused on each groups specific aims and learning objectives
- Continuously promoting and ensuring the welfare and safeguarding of children and young people in your care.
- When necessary, facilitating onsite evening activities, and if programmed, to remain on-call overnight to respond to any emergencies at the Centre.
- Maintaining 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
- Hold at least one higher level NGB to enable the Senior Tutor to act as a Technical Adviser in line with the AALA regulations
- Work within the remit of your qualifications and/or validations as directed by the Head of Centre
- Drive Centre vehicles, including towing trailers, within the Centres operating procedures
- Ensure all technical equipment used is fit for purpose, safe, and any damaged equipment is managed appropriately and/or reported as reasonably practicable to the staff and Head of Centre
- Show 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.
- Work professionally within the team and on your own initiative, often without direct supervision.
- Be punctual, ensuring effective personal planning and preparation and to dress and act in a professional manner at all times in line with centre expectations.
- Seek at all times to foster good relations, keeping others informed of relevant issues and developments regarding the service.
- Ensuring the relevant requirements of the Adventure Activities Licensing Authority are adhered to
- Ensure 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.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Visiting groups, both staff and students Course members including young people and adults	Internal All members of the Outdoor Education Service and Centre staff
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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.

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.

Responsible for:

Staff managed by postholder:

Monitor tutors session delivery, ensuring all activities are delivered in line with the Centres Risk Assessments and Operating Procedures, as well as provide constructive feedback to tutors to help develop their adventure session delivery

Person specification

Job Evaluation Code	
Knowledge	
Up to date knowledge of the Outdoor Education, pedagogy and practice	
Understanding of child development	
Knowledge of a range of strategies, interventions, and provision to meet the needs of children with social, emotional difficulties	
Outdoor Education and residential Outdoor Education in particular, contributes to increased levels of attainment, achievement & personal development in children and young people.	
Understanding of the risk management of the delivery of adventurous activities and detailed knowledge of the requirements of the Adventure Activity Licensing Regulations	
Good knowledge of child protection and safeguarding issues	
Skills and Abilities	
The ability to plan, deliver and oversee the delivery of 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	
Able to deliver at a high level within at least one of the following disciplines: Mountaineering, Kayak or Canoe, Mine Exploration.	
Able to oversee and advise other staff in their decision making with regards the activity and venue choice	
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	
Excellent behaviour management strategies	
Ability to write clearly and concisely for a range of purposes and audiences and to maintain effective records	
Ability to prioritise and respond positively to potentially stressful and challenging situations	
Ability to follow and effectively plan and implement session and lesson plans drawing on the set learning objectives	
Ability to analyse data, draw conclusions and develop responses	
Ability to work both independently and co-operatively within a whole service context	
Excellent organisational skills - being able to initiate and lead programmes and provision.	
To have a level of verbal and written communication skills that will facilitate the delivery of activity sessions and safety information.	

Ability to deliver safety briefings, activity briefings and provide supervision and support as and when needed.
To have high levels of energy, enthusiasm and reliability
Must be reliable, flexible and with a positive outlook
Able to align with the Centres ethos, course aims and objectives
Experience
Experience of working as an Outdoor Educator
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
Experience in mentoring and managing staff in relation to their activity choice and delivery
Qualifications
<p>Must have NGB Leadership qualifications as follows, with at least one at a level set out with AALAs L77 document as a meeting the standard of a Technical Expert:</p> <ul style="list-style-type: none"> • Cave/Mine leader (with North Wales sites listed) • Summer Mountain Leader • Paddle Sports leader in open and moving water or equivalent • Rock Climbing Instructor <p>Desirable NGB Leadership qualifications:</p> <ul style="list-style-type: none"> • Vertical Mine Leader or Cave Instructor Certificate with Mines • Winter Mountain Leader • Mountaineering and Climbing Instructor • Mountain Bike Leader • High level Paddle Sport Leader
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).

Date Created	10 August 2024	Date Reviewed	
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