



Coventry City Council

## Job Description

<b>Post:</b>	Casual Outdoor Education and Activity Tutor	<b>Job Number:</b>	
<b>Service:</b>	Education Entitlement	<b>Post Number:</b>	1037666
<b>Location:</b>	Plas Dol y Moch OEC	<b>Grade:</b>	6

### 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.

### Job Purpose:

Deliver a range of high-quality Outdoor Education lessons/ activities, including evening lessons/ activities based from Plas Dol y Moch Outdoor Education Centre to cover ad-hoc staff shortages, within the remit of the Centres operating procedures.

### Main Duties and Responsibilities:

- To undertake the professional duties of an unqualified teacher in accordance with the School Teachers Pay and Conditions Document
- To provide specialist teaching of outdoor education to children and young people in line with the course aims, as directed by the Course Director
- To provide specialist teaching of outdoor education and adventurous activity to families and adults in line with the course aims, as directed by the Course Director
- To prepare, deliver, review and evaluate those aspects of teaching for which you are responsible as a subject/activity teacher 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
- 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 lesson, to remain on-call overnight to respond to any emergencies at the Centre.
- 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.

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.

**Responsible for:** Teaching Staff

**Responsible to:** Head of Centre

**Date Reviewed:**

**Updated:** 6<sup>th</sup> December 2021



Coventry City Council

## Person Specification

<b>Post:</b>	Outdoor Education and Activity Tutor	<b>Job Number:</b>	
<b>Service:</b>	Education Entitlement	<b>Post Number:</b>	1037666
<b>Location:</b>	Plas Dol y Moch OEC	<b>Grade:</b>	6

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of the Outdoor Education curriculum, pedagogy and practice and how this supports schools in delivery of the curriculum</li></ul>
	<ul style="list-style-type: none"><li>• How Outdoor Education generally, and residential outdoor education in particular, can contribute to raised levels of attainment and achievement in other aspects of pupils' education.</li></ul>
	<ul style="list-style-type: none"><li>• Understanding of the risk management of the delivery of adventurous activities and detailed knowledge of the requirements of the Adventure Activity Licensing Regulations</li></ul>
	<ul style="list-style-type: none"><li>• Good knowledge of child protection and safeguarding issues</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Hold a range of NGB awards in at least three of the following and remain current and competent in those disciplines.<ul style="list-style-type: none"><li>• Rock Climbing Instructor or above</li><li>• Summer Mountain Leader or above</li><li>• Paddlesport Leader Award (or comparable paddlesport award) with specific competence in both open canoe and kayak</li><li>• Local Mine Leader Award or above (with North Wales venues listed)</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• Local knowledge of venues used by Plas Dol y Moch, or a willingness to familiarise themselves with these venues</li></ul>
	<ul style="list-style-type: none"><li>• Qualified and able to drive Centre vehicles, including up to 17 seat minibuses with a trailer</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Varied experience in residential outdoor education.</li></ul>
	<ul style="list-style-type: none"><li>• Experience of working collaboratively with visiting school staff to ensure needs are accurately addressed</li></ul>

<b>Educational:</b>	<ul style="list-style-type: none"><li>• Graduate or equivalent</li></ul>
	<ul style="list-style-type: none"><li>• Evidence of relevant continuous professional development</li></ul>
	<ul style="list-style-type: none"><li>• Full Driving Licence with D1+E endorsement</li></ul>

<b>Special Requirements:</b>	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) check will be required prior to appointment.
	Willingness to work outside normal school or office hours as required by the needs of the Service

**Date Reviewed:** 6 December 2021

**Updated:** 6 December 2021