



Outdoor Learning Instructor

Hours: 20 hours a week (3 days – 0.6 fte)

Term Time + 1 week

Salary:

For September 2022, we require an Outdoor Learning Instructor to build on the excellent work of our outgoing subject leader. Reporting to the Head of Physical Education and Outdoor Learning, the post-holder's primary role will be to coordinate and deliver the School's Outdoor Learning provision, overseeing all pupil and staffing requirements.

The successful candidate will be employed as an instructor on a permanent contract of 0.6 full time equivalence; this includes the requirement to work on some Saturday mornings but will allow the successful candidate to maintain their love of the outdoors. He/she will abide by the Code of Conduct for Staff and Volunteers at Richmond House School.

All adults are responsible for the supervision, guidance and care of the pupils so that they develop academically, morally and socially. All instructors and coaches are to give such necessary support as to enable all to achieve their true potential.

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

In addition to carrying out the professional duties of an instructor in line with National Governing Body requirements, a non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Key responsibilities:

- Deliver a portfolio of outdoor learning activities, for which you are qualified and trained to deliver, that support required learning outcomes i.e., national curriculum and set the benchmark for standards and showcase best practice
- Maintain high standards of Health and Safety including supporting the maintenance and quality assurance checks of all equipment in line with School standard operating procedures and industry standards
- Maintain and develop the Richmond House Diploma in Outdoor Learning
- Maintain the aesthetics and safety of all activity bases to ensure they reflect positively on the organisation
- To maintain current industry knowledge and maintain personal professional development skills

- To be first aid qualified and record all accidents and incidents in line with reporting procedures
- Liaise with class teachers to ensure the content of sessions link with the curricular lessons being taught
- Be willing to lead, and participate in, trips and visits which may occur at weekends or during school holidays
- Prepare, manage and remain within allocated budgets

Other area of responsibilities:

- To support local community engagement, helping promote and attend community events to build understanding of the learning opportunities available.
- To maintain high standards of hygiene and cleanliness across all work areas
- Attend and proactively participate in regular performance reviews and meetings as required
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Behaviours and expectations:

- Be committed to safeguarding principles and put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promote and embed understanding of equity, diversity and an inclusive culture
- Able to effectively communicate with others, incorporate other perspectives and build good rapport with colleagues
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas and make links to evidence to inform decisions

All staff at Richmond House School will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

Person Specification:

Outdoor Learning Instructor Experience:

- Hold valid qualifications to undertake the post fully and effectively
- Hold a valid first aid certificate

And at least two of the following professional qualifications (or be willing to undertake training in them):

Mountain training Hill walking qualification:

- Mountain Leader
- Hill and Moorland Leader
- Lowland Leader

Mountain Training Rock climbing qualification:

- Rock Climbing Instructor (outdoor single pitch climbing)
- Climbing wall Instructor
- Instructor Award (introductory sessions for beginners) - minimum

British orienteering qualification**Archery GB qualification****Mountain biking qualifications**

- Mountain Bike Leadership Level 2 Award
- MIAS – Mountain Bike Leader Level 2

British Canoeing qualifications:

- Canoe/Kayak Coach

Driving:

- Full Driving licence
 - Hold a D1 minibus licence (or be prepared to undertake the training)
-
- A recognised environmental qualification
 - Have previous experience of working in an outdoor centre (or similar)
 - A general knowledge of Health and Safety relating to an outdoor learning environment
 - A basic understanding of safeguarding and data protection within an outdoor learning context

Knowledge, skills and understanding

- Excellent time and workload management skills with proven experience of meeting deadlines
- Very good interpersonal and communication skills
- Empathy with the needs of young people
- ICT skills and an understanding of Microsoft office
- Able to lead and manage the teachers in the delivery of outdoor learning

Personal qualities

- Able to build and manage positive relationships with stakeholders at the appropriate level
- Friendly approachable person with good organisational skills, enthusiasm, and energy, willing to undertake any task required of them
- Self-motivated and capable of working on own and working with others when required
- Flexible approach to work and be 'hands on' to get the task done and willingness to work inside and outdoors in all weathers
- Recognise and value all aspects of equality, diversity, and inclusion
- Be an excellent role model for children, staff and parents

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and commitments. This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary by the Headmaster.

Employment Terms and Conditions:

The package will include:

- A competitive salary commensurate with the position and the experience of the successful candidate.
- A discount on fees for the successful candidate's children starting after the appointment.
- Wonderful children who are always happy to learn.
- A creative, supportive and helpful team of colleagues.
- A warm and friendly, family atmosphere to work in.
- CPD opportunities.

Application process:

The application form is available from Jayne Hawley (Head's PA) jhawley@rhschool.org

Advertisement: Friday April 29th 2022

Application deadline: Monday May 16th 2022

All applicants should submit a fully completed application form.

Successful candidates will be invited for an interview (onsite) and will be notified by the Headmaster before

Interviews: Week commencing May 23rd

The interview will consist of a panel interview, a series of teaching episodes and an in tray exercise.