



JOB DESCRIPTION AND PERSON SPECIFICATION

| Job Description | |
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| Job Title | Outdoor Activity Centre Instructor |
| Responsible to | Ash Stanton |
| Department | CCSL |
| Purpose of job and primary objectives | <ul style="list-style-type: none"> ● To deliver safe, high quality outdoor adventure activity sessions for children, young people and adult groups and to assist in the delivery of an annual programme of courses and sessions at Clifton College Outdoor Activity Centre. |
| Duties | <ul style="list-style-type: none"> ● To develop and deliver an agreed range of high quality, age appropriate outdoor adventure activities to organised groups of children and young people including pupils of Clifton College, external organisations and the Holiday Club & Activity Course programme. ● To provide safe, enjoyable, creative and where required, progressive, learning and development opportunities. ● To prepare and organise activity sessions that are inclusive of all planning, preparation, setup, debriefing, clearing up and packing away of all equipment in accordance with the Outdoor Activity Centre Operating Procedures. ● To liaise with teaching staff, parents/carers, group leaders and other Instructors where appropriate. ● To promote learning outside the classroom. ● To ensure that activity sessions for which you are responsible take place in a safe environment, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times. ● To ensure records such as registers/accident forms/ incident books are properly maintained. ● To administer First Aid as appropriate. |

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| | <p>Equal Opportunities</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> ● Maintain and up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particularly with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> ● Maintain and update your own knowledge and skills in line with legislation and the needs of the role. | |
| Supervisory and managerial responsibilities | | |
| Special working conditions | The majority of activity sessions take place out in the open at Clifton College Outdoor Activity Centre, Abbots Leigh Sports Ground | |

| Person Specification | Key Qualifications, Knowledge, Skills and Attitude | |
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| Key Qualifications | <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● National Governing Body qualification (or similar) in one or more of the following activities – Paddlesports (Canoeing and Kayaking) / Archery / Mountain Biking / Bushcraft ● Valid First Aid <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Minibus driving ● Forest School Leader | |
| Knowledge required | <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Experience of working with children and young people in an outdoor environment <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Previous experience of working within the leisure or customer service industry ● Team Building and Problem Solving challenges | |
| Skills required | <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Lead and manage groups of people ● Give clear instructions and explanations ● Inspire confidence and give encouragement <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Deal appropriately with challenging behavior ● Practical, DIY | |
| Attitude and Personality | <ul style="list-style-type: none"> ● Have a fun energetic nature, able to communicate and engage at all levels and possess a passion for delivering high quality service | |
| Special working conditions | Majority of work will be outdoors in all weather. | |

This job description is a brief and concise description of the above job.

Date: 09/11/2021

Prepared by: Ash Stanton – Holiday Club & Activity Centre Manager

Approved by:

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date