# **Job Description**

# **Post Title**: Tutor

**LEVEL:**

**Reports to: Outdoor Education Manager**

**Job Purpose**

To deliver high quality Outdoor Education courses which meet or exceed the aims of the customer.

**Principal Responsibilities**

1. Be able to use Outdoor Education activities to develop course participants in accordance with the course aims and the safe practice of the Service.

2. Share responsibility for the preparation, planning, co-ordination and evaluation of the courses.

3. Ensure equipment, facilities and written materials used are safe and satisfactory for the purposes for which they are required, ensuring compliance with the Health & Safety regulations as they affect people, equipment and practice with the Centre.

1. Ensure the well-being of students through safe and good practice during their stay at the Centre and whilst participating in activities away from the Centre.
2. Lead the induction of students and staff to the routines of the Centre.
3. Participate in student assessment, curriculum development procedures and management of documentation.
4. Visit client schools and represent the Centre at Information Evenings for Parents.
5. Participate in the induction and monitoring of other Tutors and work experience students.
6. Take part in relevant in-service training by agreement with the Outdoor Activities Lead
7. Lead evening activity sessions and overnight expeditions when appropriate.
8. Share responsibility for the ongoing Health & Safety procedures of the Centre.
9. Participate in the ongoing customer care evaluation procedures.

Notwithstanding the details of this JD the job holder will undertake such work as may be determined by their line manager consistent with the principle responsibilities of the job and in any company location.

**Person specification:**

**Desired Experience, Knowledge & Skills**

* Experience of working with young people aged 5-18, in a range of outdoor activities
* Minimum workplace first aid certificate, or ability to obtain one prior to employment
* Appropriate experience and/or qualifications in relevant outdoor land & water activities (Our activities include kayaking, canoe, SUP, sailing, climbing, high ropes course, gorge walking, coasteering, bushcraft, mountain biking, abseiling, via ferrata)
* Ability to communicate at all levels, particularly with children
* Ability to work on own initiative, but also as part of a team
* All staff must pass strict safeguarding checks, including a DBS disclosur
* At least one full season’s experience (or equivalent) instructing a variety of outdoor activities at an outdoor learning centre
* Demonstrable understanding of health and safety issues pertaining to outdoor activities
* Demonstrable skill delivering quality customer service and positive customer experiences
* Demonstrable understanding of the value of outdoor learning and associated outcomes

**Essential Personal Attributes**

* Passionate and demonstrably committed to improving the lives of children and young people
* Impeccable work ethic with a practical, flexible and dynamic approach to work
* Customer centric mindset with exceptional customer service skills
* Excellent ability to communicate with a wide range of people
* A composed demeanour, able to keep calm under pressure and solve problems when they arise, efficiently and effectively
* Self-motivated with a positive attitude, growth mindset and keen willingness to develop
* Collaborative team player with a willingness to work effectively with others
* Able to work independently, demonstrating proactivity and initiative
* Unconditional commitment to the principles of equality, diversity and inclusion.