

## JOB DESCRIPTION

**School:** The London Nautical School

### SECTION A:

Job Title:	Maritime Studies Teacher
Grade:	Dependent on Qualifications and experience
Responsible to:	Head of Department

**SECTION B:** Responsible for:  
Staff Supervised

None

### SECTION C: PURPOSE OF POST

To teach Maritime Studies

### SECTION D: Main duties and Responsibilities/Functional Links

1. To teach maritime studies. Roughly half of the post holder's time will be spent on water sports sessions, so the post holder will need to be qualified to instructor level in either kayaking or sailing. The remaining half of the timetable will focus on level 2 and 3 maritime studies teaching. The maritime studies teacher will need to be able to teach navigation, passage planning, commercial vessel types and purposes, and about the wider maritime sector.
2. It is advantageous, but not essential, for the post holder to have powered vessel qualifications (either RYA powerboat qualifications or coastal skipper)
3. To plan lessons and mark homework in accordance with the normal school policies.
4. To maintain records of pupil progress. This includes national governing body awards for on water activities.
5. Adhere to school policies and procedures
6. To write reports and attend parents evenings for the pupils taught by the maritime studies teacher.
7. To attend whole school and departmental meetings, where appropriate.
8. Work within health and safety guidelines and be aware of your responsibilities for health and safety.
9. Be responsible for safeguarding and protecting the welfare of children, young people and vulnerable adults.



10. Share in the responsibilities for the well-being and discipline of all students according to school guidelines.
11. To liaise with relevant external agencies and other young people's services to ensure that support needs are identified and met early.
12. To work with the head of department, to ensure that standard operating procedures are in line with the National Governing Body and AALA guidelines.
13. To assist in keeping the nautical department organised with respect to learning resources, worksheets, and schemes of work.
14. To record and report any maintenance needs of the school boats such as items wearing out or breakage.
15. To work with the nautical department team, in the repairs to, and movement of boats.
16. To be actively involved in all aspects of the schools outdoor and nautical programmes, including occasional nautical residential trips such as voyages on the Thames Barges.
17. To participate in any professional development activities as required.
18. To undertake such duties as maybe reasonably requested by the line manager of a member of the SLT.
19. To undertake training appropriate with the position, including outdoor and adventurous activity instructor/ leader courses as appropriate to the position.
20. Attend planning and staff meetings as required.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

1. Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
2. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.



## Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

## Functional Links

<b>SECTION E:</b>	Other relevant matters
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None

<b>SECTION F:</b>	Signatures – Job Description discussed and agreed
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Signature of Post Holder:	
Date:	
Signature of Line Manager:	
Date:	



**PERSON SPECIFICATION**

**School:** The London Nautical School

**Post:** Maritime Studies Teacher

The maritime studies teacher does not have to hold QTS nor be a senior instructor, though both are advantageous.

To teach maritime studies. Roughly half of the post holders time will be spent on water sports sessions, so the post holder will need to be qualified to instructor level in either kayaking or sailing. The remaining half of the timetable will focus on level 2 and 3 maritime studies teaching. The maritime studies teacher will need to be able to teach navigation, passage planning, commercial vessel types and purposes, and about the wider maritime sector.

	Shortlisting Criteria
<ul style="list-style-type: none"><li>• Qualified as a water sports instructor in either sailing or kayaking</li><li>• Holds a clean driving licence</li><li>• Can teach navigation, passage planning and the wider maritime sector to 14 to 18 year olds</li><li>• Hold a powerboat or coastal skipper qualifications</li><li>• Holds other instructor qualifications which could include first aid, SRC radio instructor, radar, diesel engine or other relevant outdoor pursuits qualifications.</li><li>• Has some experience of modern electronic navigation</li><li>• Has some knowledge of boat repairing skills</li></ul>	Essential  Essential  Essential Desirable Desirable  Desirable Desirable
<p style="text-align: center;"><b>KEY COMPETENCIES</b></p> <ul style="list-style-type: none"><li>• Ability to communicate effectively, both orally and in written form</li><li>• Excellent inter-personal skills</li><li>• Excellent time management and attention to detail</li><li>• The ability to work with minimum supervision</li><li>• The ability to work within a team</li></ul>	Essential  Essential Essential Essential Essential