



## JOB DESCRIPTION

### OUTDOOR LEARNING INSTRUCTOR

BOLTON SCHOOL

#### MAIN PURPOSE OF JOB:

To work as part of the Outdoor Learning team to deliver and develop high quality outdoor learning to the Bolton School Foundation.

#### MAIN DUTIES:

- To deliver high standard outdoor learning experiences and to be a role model of good practise to other instructors.
- To maintain a safe environment for pupils and ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- Take an active role in promoting outdoor learning to students, staff and parents.
- To undertake any training or retraining commensurate with the role.
- Attend relevant staff meetings.
- To explore and propose new concepts and developments within the department.
- Complete trips and visit paperwork in line with school policy.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post, as directed by the management.



**PERSON SPECIFICATION**

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<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
BC – relevant qualification (Paddle sport/touring leader)	Essential	Application Form/Interview
MTUKI – ML	Desirable	Application Form/Interview
MTUKI – CWI/CWDI/RCI/RCDI	Essential	Application Form/Interview
Mountain Bike Leader (British Cycling or MIAS)	Desirable	Application Form/Interview
Drivers licence	Essential	Application Form/Interview
Minibus driver – D1 minimum	Desirable	Application Form/Interview
First Aid	Essential	Application Form/Interview
RYA DI	Desirable	Application Form/Interview
Power boat L2	Desirable	Application Form/Interview
<b>KNOWLEDGE/EXPERIENCE/SKILLS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Previous experience of working in the outdoor industry for at least 1 full year, with a variety of clients.	Essential	Application Form/ Interview/Reference
Understands the benefits and impact of Outdoor Learning	Essential	Interview
To have an understanding of health and safety and the role it plays in Outdoor Learning	Essential	Interview

To have had personal experience of the positive impact of adventurous activities	Desirable	Application Form /Interview
<b>PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
To be solution focused and have a can do attitude	Essential	Interview/Reference
To be an effective communicator with the ability to be able to work with all ages, race and gender	Essential	Interview/Reference
To be a team player	Essential	Interview/Reference
To be professional in both approach and attitude at all times.	Essential	Interview/Reference
To be keen to progress and develop own skills	Essential	Interview/Reference
To be flexible with change and calm when issues need resolving	Essential	Interview/Reference
Plan, make effective decisions, prioritise workloads and meet deadlines as required	Essential	Interview/Reference
Is positive and encouraging towards students and supports each person to achieve to their best	Essential	Interview/Reference
To have a genuine love of the outdoors and respects the environment while encourages behaviours in others that preserves it	Essential	Interview/Reference
Ability to form and maintain appropriate relationships with colleagues and students	Essential	Interview/Reference



## TERMS AND CONDITIONS

### OUTDOOR LEARNING INSTRUCTOR

#### BOLTON SCHOOL

<b>SALARY</b>
The salary will be between point 3 and point 13 (£22,040 per annum and £26,154 per annum) on the Bolton School Support Staff Salary Scale, dependent on skills and experience.
<b>HOURS OF WORK</b>
On average 37 hours per week, hours will be variable according to the needs of the department and will include evening and weekend work.
<b>HOLIDAY</b>
28 days' annual holiday.
<b>LINE MANAGEMENT</b>
Head of Outdoor Learning in Girls' Division and Head of Outdoor Learning in Boys' Division
<b>PENSION</b>
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"><li>• Lunches will be provided free of charge on campus.</li><li>• Training and development opportunities will be offered.</li><li>• Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.</li><li>• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li><li>• Ride to Work Scheme available.</li><li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.</li><li>• Life Assurance cover up until the age of 65.</li><li>• Warm and friendly community.</li><li>• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.</li><li>• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li></ul>

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.