



Post Title: Outdoor Activities Instructor

Every moment in a child's education matters.

Salary: 11 – 17

Line Manager: Outdoor Activities Leader

Supervisory Responsibilities: pupils taking part in OA activity

Job Description

Core purpose:

- Deliver all aspects of the Academy's Outdoor and Adventurous Activities programme.
- Take a lead role within the Academy in developing new OAA activities and Team Building games around the Academy site.
- Support the Outdoor and Adventurous Activities Leader and Leader of Health, Fitness and Enrichment in developing OAA within the Academy and the wider community.
- Lead on staff development in outdoor and adventurous activities.
- Supervise whole classes during short-term absence of teachers.
- Assist in developing an aspirational culture amongst students and fostering high expectations of motivation, participation and good behaviour.

Specific

Duties and responsibilities

Outdoor and Adventurous Activities.

- Lead/assist in ALL OAA activities/trips/residential
- Run clubs for both primary and secondary age pupils on site in outdoor and adventurous activities
- Assist with after school theory session in preparation for trips/activities. E.g. Duke of Edinburgh
- Assist with any after school reflection sessions from any trips/activities.
- Lead adventure rewards trips for each Academy phase
- Assist with any thematic days
- Be on hand to assist with any trips/residentials that are not of an OAA nature
- Run/assist with any target group sessions to improve confidence/communication/self belief/social interaction through OAA
- Develop OAA resources within school (curricular and extra curricular)

Safeguarding and Compliance

- Promote the safety and wellbeing of pupils and staff within the school
- Uphold the Academy's Policies in respect of Safeguarding and Child Protection
- Through example and line management, ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to

Management of Resources

- Comply with the financial, health & safety, HR and other processes and procedures of the Trust

Appleton Academy,

Woodside Road, Wyke, Bradford, BD12 8AL Tel: 01274 600550 Fax: 01274 410825

info@appletonacademy.co.uk

www.appletonacademy.co.uk

- Ensure that all the activities of the schools are conducted in accordance with all legal or statutory requirements and regulations, and that policies and procedures developed locally are consistent with best practice and recognised codes of practice
- Effectively manage all equipment related to the OAA programme within the Academy and source new equipment where necessary to further develop the delivery of OAA within the Academy.
- Assist PE department with general day to day duties

CPD:

- Work with the Heads of School to recruit, lead and develop a committed, effective and diverse workforce across the allocated schools that understands its role in enabling and promoting high quality learning
- Develop leadership capacity across the schools through coaching and other appropriate methods, supporting the development of effective middle leadership roles within each school
- Ensure that all resources are organised and managed to provide the best possible outcomes for pupils

Additional Duties

- Work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils
- Regularly review own practice, setting personal targets and taking responsibility for own development
- Supervise whole classes during the short-term absences of teachers
- Maintain good order and keep students on task undertaking pre-prepared work
- Respond to pupils' questions and generally assist them to undertake set activities
- Deal with any immediate problems or emergencies using the school's policies and procedures
- Report back as appropriate using the agreed referral procedure on the behaviour of pupils in the class
- Develop skills to deliver ICT packages to pupils
- To undertake other duties and responsibilities as is reasonably directed by the Executive Headteacher or Head of School

CPD

Maximise opportunities for personal development by:

- Run whole school/department/faculty/ team building sessions for staff
- Look to further develop your own OAA skills by pursuing relevant courses
- participating in INSET opportunities, both as a participant and leader of in house INSET sessions as required
- participating in annual Performance Management procedures, identifying and requesting INSET opportunities as necessary
- participating in collaborative work and the sharing of best practice

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

	<u>Essential</u>	<u>Desirable</u>
Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE • GCSE/ A Level equiv. in Sport related subject • National Governing Body coach or instructor qualifications to teach other OAA activities • At least two of the following; <ul style="list-style-type: none"> - Climbing Wall Instructor/Climbing Wall Award - Rock Climbing Instructor/Single Pitch Award - Mountain Leader (Summer) 	<ul style="list-style-type: none"> • A variety of NGB OAA qualifications • Qualification to work with young people • A degree in a sport related subject, ideally linked to outdoor and adventurous activities • Forest School Level 3 • DofE Leader/Assessor • Archery GB Instructor Award • Water sports qualifications

	<ul style="list-style-type: none"> - British Cycling Level 2 Mountain Bike Leader or equivalent • First Aid 	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Experience of teaching/coaching at least one OAA activity, ideally climbing • Working independently and with others • Experience of developing marketable services in the OAA sector 	<ul style="list-style-type: none"> • Experience of working with primary age children • Experience of teaching/coaching more than one OAA activity to children or young people • Experience in management or developing a new initiative • Experience of delivering Duke of Edinburgh programmes
Professional Knowledge	<ul style="list-style-type: none"> • Good knowledge of health & safety in respect of climbing walls and other specialist equipment • Knowledge of strategies for motivating and building self confidence in young people • Health and safety and risk assessment when working with young people in OAA 	<ul style="list-style-type: none"> • Good knowledge of health & safety in respect of OAA and water sports • Good understanding of health and safety law as it applies to an education setting
Professional skills	<p>Can demonstrate the ability to:</p> <ul style="list-style-type: none"> • negotiate and communicate effectively with good oral and written communication skills, and good interpersonal skills • meet challenging deadlines • deal sensitively with people and resolve conflict • respond to complex situations • respond calmly to a variety of situations • assess a situation rapidly and act decisively under pressure 	<ul style="list-style-type: none"> • Demonstrate a clear understanding and competence in using ICT • Demonstrate a clear understanding of the need for inventories and equipment inspection logs
Commitment	<p>Demonstrate a commitment to:</p> <ol style="list-style-type: none"> Safeguarding, child protection and health and safety Equality Act 2010 promoting the school's vision and ethos promoting high ethical standards relating positively to and showing respect for all members of the school and wider community on-going relevant professional self-development collaborative working 	

March 2019