

## Job Description

<b>Role</b>	Adventure Group Tutor
<b>Department</b>	Vocation Provision
<b>Location</b>	Based at Pleasley with travel across all R.E.A.L. sites and community venues
<b>Accountable to</b>	Adventure Provision Manager
<b>Salary Banding</b>	GT1-GT3

## Function of role

To support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible Outdoor Education curriculum. To use a collaborative and multi-agency holistic approach to delivering an education curriculum which includes attention to health and safety awareness, risk management and the safeguarding of young people. To support the delivery of all levels of course, including supplementary courses, within the Outdoor Education department.

## Accountabilities:

Act in accordance with the organisation's policies and procedures under the guidance of the Provision Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families in your care. Encourage their involvement in the decision making and the management of their programmes. Assist with the assessment, preparation, delivery and review of a learner's curriculum including contributions to schemes of work and lesson plans. Offer a variety of approaches and opportunities to focus on an engagement with learning.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults

Be responsible for all aspects of learner health and safety, informing the Outdoor Education Provision Manager of any accidents or identified risks, and using the significant incident reporting form appropriately. Support the Outdoor Education Provision Manager to ensure venues used are appropriate and risk assessed, and that Health and Safety guidance supplied by the company is adhered to.

To support the Outdoor Education Provision Manager in the collection and collation of pupil information including learner profiles, pen pictures, risk management procedures and special educational needs and suitably differentiate your delivery to meet the identified needs.

To support the Provision Manager in the completion of all assessments, pupil tracking documents,

progress reports and feedback reports to commissioning bodies e.g. Education, Health and Care plans, KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Outdoor Education Provisions Manager or the Vocational Provisions Manager to support in the smooth operation of the Outdoor Education provision.

Acting as a mentor and positive role model to all learners within the department.

### **Performance indicators**

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

Assist with the ongoing commercial success and growth of the department.

Able to maintain absolute professionalism in all aspects of the daily operations of the department.

### **Key values and ethos of organisation**

Trust, Innovation and Achievement

## Person Specification

**Role** Adventure Group Tutor

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>	
Some awareness of current internal and external verification frameworks		X	I
Awareness of relevant legislation and guidance and implications for local policy, procedure and practice (e.g. The Children's Act 2004, Children and Families Act 2014, Apprenticeship, Skills and Children Learning Act 2009)		X	I
Demonstrate knowledge regarding teaching practice for young people with additional needs	X		I
Demonstrate knowledge of the considerations for leading small groups in high risk activities.			A,I
<b>Experience</b>			
Awareness and experience of working in the Outdoor environment.	X		A,I
Some experience of working with children and young people or vulnerable adults within an education, health or social care setting		X	A
Demonstrate experience of assisting with the development of effective resources for young people with additional needs	X		A,I
Demonstrate experience of working with young people or vulnerable adults with additional needs	X		A,I
<b>Skills</b>			
Able to demonstrate effective communication	X		A,I
Demonstrate a wide variety of ICT skills (e.g. an understanding of google cloud and associated applications and eSafety)	X		A
Demonstrate effective record keeping with a clear understanding of the Data Protection Act and sharing information protocols	X		A,I

Can demonstrate recognised skills in working with young people or vulnerable adults with additional needs	X		A,I
<b>Education and Training</b>			
To hold a minimum of 2 National Governing Body Awards (NGB's)		X	A
To hold additional Outdoor specific qualifications (e.g. climbing, Level 1 Kayak etc)		X	A
To be able to produce evidence of previous CPD (e.g. first aid, safeguarding training, diversity training, CAF/EHC training, IOSHH)	X		A
<b>Qualities</b>			
Must hold a UK Driving Licence and have access to a road worthy vehicle	X		A
Understand and adhere to the organisation's policies, procedures and practices	X		I
Be committed to delivering holistic family interventions	X		I
Be driven to provide positive outcomes to children, young people and vulnerable adults	X		A,I

A - Assessed by Application Form

I - Assessed at Interview

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***