

<b>Title</b> <b>Outdoor and Environmental Education Tutor</b> <i>(The Mill and Duke of Edinburgh Award)</i>	<b>Department</b> <b>Children, Families and Young People</b>	<b>Post Ref.</b> <b>Grade 5</b>
<b>Job Purpose</b> To work with groups and visiting staff delivering various outdoor and environmental education activities both on-site and offsite. To assist with the daily operation and development of the Centre. To design and coordinate the delivery of quality, progressive outdoor learning experiences To ensure that current best practice in relation to health and safety is applied to the operation of the centre.		
<b>Key Responsibilities</b>  <ol style="list-style-type: none"> <li>1. Deliver outdoor and environmental education activities at or from The Mill Adventure Base.</li> <li>2. Use specialist knowledge and dynamic risk assessment when leading activities to maintain the safety of groups, adhere to centre operating procedures and generic/specific risk assessments.</li> <li>3. Ensuring programmes are linked to the curriculum, follow best practice and other aims of visiting school groups and other users of the centre.</li> <li>4. Contribute to the ongoing development of resources, activities and good practice at the Centres.</li> <li>5. Planning and preparing lessons and courses for pupils for Outdoor or Environmental Education activities.</li> <li>6. Delivering lessons to pupils based on Outdoor or Environmental Education.</li> <li>7. Assessing the development of pupils, in a 'dynamic style' during activities.</li> <li>8. Reporting on the development of pupils, to teaching staff from the school who accompany the pupils.</li> </ol>	<b>Key Accountabilities</b>  <ol style="list-style-type: none"> <li>1. The co-ordination of programmes including liaison with schools and other groups before, during, and after visits</li> <li>2. Ensuring visits are reviewed appropriately.</li> <li>3. Contribute to the storage, upkeep and routine maintenance of outdoor equipment, with specific areas of responsibility.</li> <li>4. Ensure that outdoor learning sessions take place within a sound Health and Safety framework.</li> <li>5. To keep accurate and up to date records</li> <li>6. Ensure positive working relationships are maintained and developed with groups/potential service users</li> </ol> <b>Specific terms and conditions</b> <ol style="list-style-type: none"> <li>1. The centre/service operates 52 weeks a year</li> <li>2. The post holder may be required to attend the Centre at short notice at unsociable times should a group require assistance.</li> <li>3. The post holder will be required to work on a flexible basis for which time off in lieu will be given or additional hours</li> </ol>	

9. Assist with delivery of INSET courses as appropriate 10. Participate in training to support the centre programmes as necessary 11. Delivering health and safety checks 12. Acting appropriately as a course tutor throughout courses by briefing visiting staff and ensuring groups are supported as required. 13. Coordinate additional instructors working on centre courses for which the post holder is course tutor, ensuring that they have the required information to operate effectively. 14. Participate in the delivery of training and familiarisation sessions to visiting staff and other adults. 15. Minibus/trailer driving as required 16. The post will involve working at a range of other sites 17. Regular evening/overnight and weekend working	paid as appropriate.  4. The person appointed will not be permitted to engage in private practice nor hold any other office or take up any additional appointment unless specifically determined/agreed by the County Council.
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b>Person Specification</b>	
<b>Education and Knowledge</b>  1. Degree level qualification or equivalent 2. Education qualification/experience 3. Knowledge of Duke of Edinburgh Award scheme 4. National qualifications for leading adventurous activities <ul style="list-style-type: none"> <li>- Walking leadership award essential</li> <li>- Paddlesports Leader – desirable</li> <li>- Roped Activity Leader award (e.g. RCI/ERCA) - desirable</li> </ul>	<b>Personal skills and general competencies</b>  1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. Strong written skills to communicate clearly and effectively with schools and groups
<b>Experience</b>  7. Experience of providing outdoor environmental education to	

Tier 7 – Experienced / Professional Staff

<p>children and young people in a day, residential or educational setting.</p> <ol style="list-style-type: none"> <li>8. Personal skills to maintain good customer relations – and able to work with a range of both young people and adult leaders</li> <li>9. Good organisational and administration skills, essential for organising large expedition/group visit logistics</li> <li>10. Ability to work on own initiative and as part of a team</li> <li>11. A good understanding of the place of outdoor education within the national curriculum and wider education models</li> <li>12. Awareness of Health and Safety in relation to outdoor learning</li> <li>13. Ability to work flexible hours to meet needs of centre</li> <li>14. Ability to produce high quality support materials and resources</li> <li>15. Ability to develop new outdoor learning and DofE projects.</li> </ol>	<ol style="list-style-type: none"> <li>6. Good ICT skills including use of Office 365 and other web-based software</li> </ol>
<p><b><i>Role Dimensions</i></b></p> <p>This role is part of the wider Notts Outdoors Team, providing quality outdoor learning activities to groups at or from The Mill.  This post will be responsible for coordinating programmes and staff as needed for specific programmes  This post will have specific responsibility for the Centres DofE AAP function – meeting targets and report writing  To deputise for the Head of Centre in their absence in the day to day running of the centre as required  This post holds a budget for technical/camping equipment</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date June 2021