



## **JOB DESCRIPTION**

### **SENIOR INSTRUCTOR**

#### **PATTERDALE HALL**

#### **MAIN PURPOSE OF JOB:**

To work as part of the activity team to deliver and develop, high quality outdoor education to the Bolton School Foundation and commercial customers based mainly but not exclusively at Patterdale Hall.

To take a lead role in the day to day delivery of outdoor learning, as directed by the Activities Manager, by deploying appropriately qualified and suitable staff on activities in the role of Senior Instructor at Patterdale Hall on a daily basis, under the direction of the Activities Manager.

To support the smooth running of the centre, taking on responsibility for key operational areas, such as: in grounds activity equipment/ first aid etc.

To deputise where appropriate for the Activities Manager in their absence.

#### **MAIN DUTIES:**

- Alongside the Management of Patterdale Hall and in support of the Head of Outdoor Pursuits to review, maintain and develop a high level of delivery within the School provision.
- To use own skills and strengths to add value to courses, customer experience and the delivery environment.
- To deploy instructors into the field ensuring Patterdale Hall SOP's and RA's are adhered to. To comply with and promote Patterdale Hall's guidelines under Health and Safety 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 assist with the recruitment and management of instructors, freelance and volunteers, and to lead by example with best practise.
- To provide high quality outdoor experiences to the pupils of Bolton School, and to customers of Bolton School Services Limited.
- To continuously review the standard and quality of provision and be part of the instructor observation team.
- Look after customers both as an instructor and in a management role. Alongside colleagues to take an active role in promoting outdoor education, and Patterdale Hall to pupils and potential commercial clients.
- To undertake any training or retraining commensurate with the role.
- To provide support in other areas of Patterdale Hall, which may be necessary for its successful operation.
- To provide expertise and support to all areas when required.
- To explore and propose new concepts and developments within the organisation.
- Carry out any other reasonable duties as may be required from time to time within the context of the post, as directed by the Activities Manager.
- 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.



## PERSON SPECIFICATION

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The job would suit an experienced instructor who is looking to further develop their management skills in terms of the day to day operation of the centre, as well as continue to deliver high quality outdoor education to a range of students.

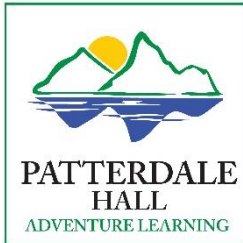
The centre caters for all ages of participants from year 4 up to adults; we offer a diverse mix of activities including sailing, canoeing and SUP, hill walking, expeditions and climbing, bush craft, archery and gorge walking.

Although qualification and experience are very important, equally important is the approach and attitude of the successful candidate, who will become part of a supportive, active, happy team.

| EDUCATION/TRAINING/QUALIFICATIONS             | ESSENTIAL/<br>DESIRABLE | EVIDENCE<br>Curriculum Vitae<br>Interview, Reference |
|---|-------------------------|--|
| BC – Moderate water Canoe coach or equivalent | Essential               | Curriculum Vitae/Interview                           |
| MTUKI – ML                                    | Essential               | Curriculum Vitae/Interview                           |
| MTUKI – SPA/RCI                               | Essential               | Curriculum Vitae/Interview                           |
| Minibus driver – D1 minimum                   | Essential               | Curriculum Vitae/Interview                           |
| First Aid                                     | Essential               | Curriculum Vitae/Interview                           |
| Caving Qual.                                  | Desirable               | Curriculum Vitae/Interview                           |
| RYA Safety Boat                               | Desirable               | Curriculum Vitae/Interview                           |
| RYA DI  | Desirable               | Curriculum Vitae/Interview                           |
| RYA Power boat L2                             | Desirable               | Curriculum Vitae/Interview                           |
| D1+E  | Desirable               | Curriculum Vitae/Interview                           |

|   |                            |                                      |
|---|----------------------------|--------------------------------------|
| Archery Leader or GNAS  | Desirable                  | Curriculum Vitae/Interview           |
| <b>KNOWLEDGE/EXPERIENCE</b>   | <b>ESSENTIAL/DESIRABLE</b> | <b>EVIDENCE</b>                      |
| Previous experience of working in the outdoor industry for at least 5 years, with a variety of clients.         | Essential                  | Curriculum Vitae/Interview/Reference |
| Experience of deploying staff on to sessions and making judgements about conditions and individual competencies | Essential                  | Curriculum Vitae & Interview         |
| Experience of carrying out observations of staff.   | Desirable                  | Curriculum Vitae & Interview         |
| Some specific area of interest such as D of E or equipment that will to move the centre forwards.               | Desirable                  | Curriculum Vitae & Interview         |
| To have a broad personal experience and passion for many types of adventures and activities.                    | Desirable                  | Interview                            |
| To have an understanding of how effective outdoor education can be when delivered correctly                     | Essential                  | Interview                            |
| <b>PERSONAL SKILLS AND ATTRIBUTES</b>   | <b>ESSENTIAL/DESIRABLE</b> | <b>EVIDENCE</b>                      |
| To be solution focused.   | Essential                  | Interview & Reference                |
| To be able to motivate others whilst working with in the health and safety remit of the centre.                 | 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 |
| To have a genuine love of the outdoors                          | Essential | Interview/Reference   |
| Caring and kind especially in relation to children              | Essential | Interview & Reference |



**TERMS AND CONDITIONS**

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| <b>SALARY</b>   |
|---|
| The salary will be point 15 on the Bolton School Support Staff Salary Scale, which is £22,911 per annum.  |
| <b>HOURS OF WORK</b>  |
| On average 37 hours per week, five days per week, between Monday and Sunday. Hours will be variable according to the needs of the business and will include evening and weekend work.   |
| <b>HOLIDAY</b>  |
| 28 days' annual holiday.  |
| <b>LINE MANAGEMENT</b>  |
| Activities Manager  |
| <b>PENSION</b>  |
| 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%. 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. |
| <b>OTHER BENEFITS</b>   |
| <ul style="list-style-type: none"> <li>• Where appropriate fee remission arrangements will be offered for children to attend the Senior School.</li> <li>• Life Assurance cover up until the age of 65.</li> <li>• Lunches will be provided in line with the current Patterdale Hall policy.</li> <li>• Training and Development Opportunities will be offered.</li> <li>• Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.</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 six month probationary period.