



JOB DESCRIPTION

LEAD INSTRUCTOR

PATTERDALE HALL RESIDENTIAL OUTDOOR CENTRE

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/Chief Instructor, by deploying and supporting appropriately qualified and suitable staff on activities at Patterdale Hall on a variety of courses.

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

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

MAIN DUTIES:

- As part of the activity management of Patterdale Hall, to review, maintain and develop a high level of delivery within the School Foundation and commercial provision.
- To use own skills and strengths to add value to courses, customer experience and the delivery environment.
- To deliver high standard outdoor education experiences and to be a role model of good practise to other instructors.
- To deploy instructors into the field ensuring Patterdale Hall SOP's and RA's are followed.
- To 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.
- To continuously review the standard and quality of provision and be part of the instructor observation team on appropriate activities.
- 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 and at times Bolton school which may be necessary for its successful operation.
- To explore and propose new concepts and developments within the organisation.
- 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.



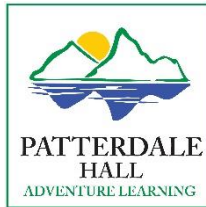
PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
BC – Moderate water Canoe coach or equivalent	Essential	Application Form/Interview
MTUKI – ML	Essential	Application Form/Interview
MTUKI – SPA/RCI	Essential	Application Form/Interview
Minibus driver – D1 minimum	Essential	Application Form/Interview
First Aid	Essential	Application Form/Interview
RYA DI	Desirable	Application Form/Interview
Power boat L2	Desirable	Application Form/Interview
KNOWLEDGE/SKILLS AND EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Previous experience of working in the outdoor industry for at least 5 years, with a variety of clients. At least some of this time should have been in a residential centre	Essential	Application Form/ Interview/Reference
To have an understanding of how effective outdoor education can be when delivered correctly	Essential	Interview
To have an understanding of health and safety and the role it plays in outdoor education	Essential	Interview
Experience of carrying out observations of staff	Desirable	Application Form /Interview

Some specific area of interest such as DofE or equipment that will to move the centre forwards	Desirable	Application Form /Interview
To have had personal experience of the positive impact of adventurous activities	Desirable	Application Form /Interview
Experience of deploying staff on to sessions and making judgements about conditions and individual competencies	Desirable	Application Form /Interview
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
To be solution focused and have a can do attitude	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
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/Reference



TERMS AND CONDITIONS

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SALARY
The salary will be based on point 7 on the Bolton School Support Staff Salary Scale, dependent on skills and experience, currently £20,699 per annum.
HOURS OF WORK
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.
HOLIDAY
28 days' annual holiday.
LINE MANAGEMENT
Activities Manager
PENSION
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.
OTHER BENEFITS
<ul style="list-style-type: none"> • Where appropriate fee remission arrangements will be offered for children to attend the Senior School. • Life Assurance cover up until the age of 65. • Lunches will be provided in line with the current Patterdale Hall policy. • Training and Development Opportunities will be offered. • 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.

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.