CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Children’s Services** | **SERVICE GROUP: Outdoor Education Centres** |
| **POST TITLE: Outdoor Education Tutor** | **REPORTS TO: Operational Lead for Outdoor Learning** |
| **Band 8, SCP 17-22** | **SAP POSITION NUMBER : 50106307** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** |
| 1. To deliver safe, fun, and challenging programmes of outdoor learning activity to students and their accompanying staff, ensuring that the activities are both educational and adventurous appropriate to the needs of schools and other groups.
2. To advise, guide and lead, acting as a source of inspiration and technical expertise.
3. To ensure that activities are carried out in line with the Centre’s operating guidelines and other procedures.
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| **Main Responsibilities of Post:**  |
| 1. Implement and have regard to the Council’s policies and procedures, setting high standards in integrity, whilst positively marketing Bradford’s outdoor education provision to customers.
2. To lead and instruct groups and assist in the delivery of staff training in a wide range of outdoor activities including technical skills training, ensuring that with all such activities safety is the paramount factor.
3. To drive groups to and from activity venues, using Centre or other hired vehicles, as required to meet programme commitments.
4. To develop outdoor education resources relevant to the Centre’s clientele, including the use of IT.
5. To support visiting staff in order that groups gain maximum benefit from their residential experience.
6. To provide groups with specialist knowledge about the local environment and places of interest.
7. With the Operational Lead, ensure that all groups visiting the Centre are aware of the services available to them during their stay.
8. To stay up to date with health and safety policies and procedures, instructional techniques and skills, and be able to relate these to day to day work at the Centre.
9. To issue, record and receive items loaned from the Centre’s equipment stores and to assist in equipment maintenance.
10. To make recommendations to the Operational Lead regarding the suitability and renewal of equipment as required
11. To suggest and develop ways in which visiting groups can gain the most benefit from their residential experience.
12. To assist with programme development, planning and visitor liaison.
13. To make recommendations regarding the suitability, development and sustainability of activity venues relevant to the Centre’s programme of activities
14. To make recommendations to the Operational Lead regarding the suitability and development of programme resources and assist in the preparation of new resources including the use of IT.
15. To carry out any other duties relevant to this post as instructed by the Operational Lead, including ad hoc supervision of the centre, for example at weekends.
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| **Structure:** |
| **Special Knowledge Requirement. Will be used for shortlisting.** |
|  | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |  |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – (the person is able to demonstrate this during the interview**.** | X |
| Able to use knowledge of Health and Safety and Environmental policies, procedures and regulations including risks in own area ofwork | X |
| Has effectively used key IT packages including Microsoft Word, Excel and Outlook as appropriate to own area of work | X |
| Ability to adopt a process of continual improvement and suggest ways ofworking more efficiently and effectively to improve service delivery. | X |
| Able to use, interpret, handle and communicate complex and detailed information, and relay it to customers, verbally, in writing and / or over the telephone / face to face. | X |
| **Relevant experience requirement: Will be used for shortlisting** |
| * At least 3 years’ experience of working in a residential outdoor education centre
* Personal, self motivated and current experience of caving (including SRT), rock climbing and mountaineering (summer and winter) gained over at least 5 years
* Experience of delivering programmes of outdoor activity for school children of primary and secondary age, including those with additional needs
* Experience of delivering technical skills programmes, offering coaching and progression on an individual basis
* Experience of delivering team building and leadership acitivites including reviews and feedback
* Knowledge of the natural environment and the methods and technniques necessary to impart this knowledge to students
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| **Relevant professional qualifications requirement: Will be used for shortlisting** |
| Applicants **must** hold National Governing Body awards in:* Mountain Training – Summer Mountain Leader
* Mountain Training – Rock Climbing Instructor
* British Caving Association – LCMLA Level 1
* 16 hour outdoor based first aid certificate which includes basic life support
* D1 driving licence
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| **Core Employee competencies to be used at the interview stage.** |
| **Carries Out Performance Management** |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| **Communicates Effectively**  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** |
| **Carries Out Effective Decision Making**  |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity**  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect**  |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Working Conditions:**   |
|  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. Good levels of mobility are needed due to the nature of the post. This includes ability to hill-walk, orienteer, rock climb, scramble and cave and to supervise and safeguard visitors undertaking these activities. and including ability to personally demonstrate the required techniques of progression.Work any 5 out of 7 days, averaged out over a term, including evenings, weekends and bank holidays as required by the needs of the service. To have good visual and aural senses, to enable the post-holder to communicate and supervise others in an outdoor setting.To meet DVLA medical and eyesight requirements to maintain a D1 driving entitlement.The normal working location for the post will be in Buckden House OEC |
| **Special Conditions:**  |
| The post requires a satisfactory Enhanced DBS. |
| **Compiled by:** **Lee Paskin****Jonathan Binney****Tom Allan****Date: June 2019** | **Grade Assessment Date:** | **Post Grade: Band 8** |