

Post title	Instructor
Division / Section	Edinburgh Outdoor Learning, Sports and Outdoor Learning Unit
Department	Communities and Families
Responsible To	Lead Instructor / Outdoor Learning Operations Manager
Number of post holders	6
Acting up/ Secondment	

Purpose of Job

The role of Instructor is to lead activity groups and provide quality learning opportunities for school pupils (delivery of Curriculum for Excellence) and other Centre guests (children & adults).

MAJOR TASKS / JOB ACTIVITIES

- To attend staff briefings and take an active role in suggesting/planning appropriate activities for groups.
- To prepare for instructional sessions
- To instruct, lead and facilitate a wide range of activities to a high standard in accordance with Edinburgh Outdoor Learning guidelines.
- To issue and take in outdoor equipment to/from groups reporting defects/undertaking minor maintenance as necessary.
- To keep effective discipline in groups within a caring environment.
- To be concerned for the pastoral care and personal development of all participants.
- To manage emergencies in a safe/appropriate manner, administering first aid where required and complete appropriate reports.
- To be familiar with and competent in running the range of Outdoor Learning Courses that are provided by all three Centres. The core course and instructor requirements centre on the Adventure Education course. Individuals should understand and be able to facilitate this course syllabus to a high level of competence.
- To take an active role in developing the range/scope of activities offered by the Centre.
- To maintain excellent relationships with Centre visitors and any members of the public (e.g. local landowners) that you come into contact with in the course of your work.
- A degree of flexibility is required – the post holder should be prepared to assist other teams to undertake tasks essential to the smooth operation of the Centre.
- To occasionally be in sole charge of a single group within the Centre at a weekend with remote centre management.
- An ability to work well as a member of a team is essential.

Supervision and Management of People

No other staff

Instructors will work under the management of the Outdoor Learning Operations Manager or Lead Instructor

Creativity and Innovation

The postholder must adapt their methods and approach to take account of the interests and capabilities of the course participants.

Contacts and Relationships

The post holder has daily contact with a wide range of participants, from children and teachers to business clients on development courses. The postholder has to direct activities, taking into account the capabilities of individuals, the learning aims of the course – personal, social, leading towards a qualification – and the changing physical environment.

The post holder must have the ability to take charge in emergency situations as required.

The post holder must be able to demonstrate commitment to the value of outdoor education as a means of developing the individual within the area of personal and social development.

The post holder must have the ability to develop a safe, sensitive and successful teaching approach with a wide range of client groups.

The nature of the service provided requires the post holder to work flexibly to ensure that the programme is delivered safely and the well-being of participants and staff is paramount.

Decisions (Discretion)

The postholder also undertakes instructing and will make all decisions to ensure the safety and well-being of participants, while at the same time ensuring that the learning requirements of the course are being met

Decisions (Consequences)

The safety of children and young people participating in adventure activities and the duty of care in a residential setting.

Resources

Equipment

Transport

Environment – Work Demands

The post holder will need to be able to work independently and plan their time and work effectively to ensure operation of their courses.

Environment – Physical

The very nature of Outdoor Learning/Outdoor Education can involve Instructors in activities and conditions that require very high levels of physical fitness. The regular delivery of high level National Governing Body Award training and assessment courses demands this fitness.

The physical demands may involve long treks in remote areas and demanding environments on mountains, rivers and seas. 90% of time will be outdoors, broken into various types of activity, including walking 70%, watersports 15% and climbing 15%).

Environment – Working conditions

Outdoor Instructors are expected to be out in all weather conditions – Approximately 90%

Environment – Work Context

The job can involve situations particularly with a potential of risk. This can involve working at heights in terms of rock climbing and/or mountaineering and being in river and sea conditions. This could be up to 20% of the working day.

It is also of paramount importance that the health and safety of all the participants is uppermost in the mind of each Outdoor Instructor. Extensive planning of routes and alternative routes is required. A detailed emergency plan particularly in remote conditions is an essential requirement.

There may be additional demands associated with difficult clients or the need to maintain emotional resilience in potentially upsetting circumstances.

Knowledge and Skills

Educational/Vocational Qualifications Required

Outdoor Learning Edinburgh is part of the Communities and Families department of Edinburgh City Council. It is therefore part of the educational provision of the Council with strong ties to all the City's schools. Instructors should be familiar with modern teaching practice, Curriculum for Excellence and modern provision of Outdoor Learning.

Instructional staff are responsible for designing and writing their own programme. In order to do this all Instructors are encouraged to obtain a wide variety of Outdoor Activity NGB awards. This allows them to write a diverse programme in a variety of seasonal weather conditions. Instructors in a more continuous contract such as this will also be required to take additional responsibility for individual activities such as Sailing or Skiing for example. A more advanced NGB award would be required for this purpose. Instructors are required to have a least four of the following from the Standard Category and one from the Advanced Category:

National Governing Body	Standard	Advanced
Mountain Training	Summer ML Single Pitch Award	Winter ML MIA or MIC
BCU	UKCC Level 2 (Combined or single discipline) Four Star Leader Canoe or White Water Old Level Three Coach Canoe or White Water	UKCC Level 3 Five Star Leader Old Coach Level 4 or 5
MBLA	Trail Cycle Leader	Mountain Bike Leader
British Cycling	Level 2 Mountain Bike Leadership Award	Level 3
RYA	Instructor	Senior Instructor

	Level 2 Powerboat	Safety Boat
BASI	Level 1 Alpine or Snowboard Level 2 Alpine or Snowboard	Level 3 Alpine or Snowboard
Snowsport Scotland	Instructor Alpine or Snowboard SnowBoard Leader	Advanced Instructor Alpine or Snowboard
Archery GB	Archery Instructor	
SRA	Level 2 Raft Guide	Level 3 Raft Guide

Previous experience as an instructor of outdoor activities is essential. In addition to NGB awards (see above) a broader experience leading a wide variety of adventurous activities e.g. gorge walking, canyoning, ropes courses, problem solving exercises etc is required.

Although the Instructor shall be based at a specific Outdoor Centre he/she may be expected to deliver and support programmes at either Benmore or Lagganlia and in Edinburgh.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

25 August 2016