Job Description

Job Title:	Outdoor Alternative Provision Tutor
Location:	X Adventure Development Centre, Dog Lane, Horsford, Norwich, Norfolk, NR10 3DH Plus, expedition locations throughout the UK
Salary:	£25,935 + includes training (in house and NGB qualifications)
Pension:	In line with auto-enrolment regulation, you will be enrolled in a pension scheme with The Nest Pension (if eligible). Your contribution will be set by legislation.
Holidays:	28 days per annum (pro rata). Any bank or public holidays within the term are not given as paid leave and are treated as a normal working day.
Contract:	12 month rolling contract
Hours:	Normally 35 hrs per week (however this may change dependent on the programme)
Responsible to:	Company Director and Operations Director

Job overview:

To deliver engaging, practical and supportive outdoor learning experiences for young people who may struggle to engage with mainstream education. The role uses outdoor activities, nature-based learning and personal development opportunities to improve confidence, resilience, communication, teamwork, emotional regulation, motivation and positive behaviour.

The tutor will create a safe, inclusive, engaging, outdoor, adventurous and structured learning environment where young people can develop essential life skills, build positive relationships with peers and adults and re-engage with education through meaningful outdoor, hands-on, practical experiences.

You will work with people from many social backgrounds but in particular those who experience complicated life circumstances. You will actively promote change, challenge conflict and behaviour and empower young people to make appropriate life choices and decisions

You will lead the facilitation of our focus programmes to schools and Norfolk County Council and will take a lead on designing and future building these programme. The role will also include the recruitment of young people onto the focus programme and take an active role in marketing the focus programme to schools, groups, organisations and NCC.

The role will also require working on other outdoor programmes as to the programme needs; this may include working on school activity days, school residential programmes, corporate team days or expeditions throughout the UK.

Key tasks and responsibilities:

- Plan and deliver engaging outdoor education sessions tailored to individual needs, abilities and learning objectives.
- Use a variety of outdoor activities and team challenges to support personal, team and social development and growth.
- Build positive, trusting relationships with young people, acting as a consistent and positive role model.
- Support students to develop confidence, self-esteem, resilience, independence and emotional regulation.
- Encourage positive behaviour, attendance, engagement and a sense of achievement.
- Adapt teaching approaches to meet the needs of learners with additional learning needs, emotional or behavioural difficulties and those at risk of further disengagement from education.
- Set achievable targets, monitor progress and maintain accurate records of attendance, engagement and outcomes.
- Work collaboratively with schools, parents, carers, local authorities, commissioners and other professionals and stake holders.
- Carry out risk assessments and ensure all activities comply with safeguarding, health and safety and operational procedures.
- Promote respect for others, teamwork, environmental awareness and responsible use of the outdoors.
- To ensure you thoroughly read, understand and follow all guidelines within the standard operating procedures and risk assessments for all activities and programmes delivered by the company.
- To Liaise with guest groups effectively, efficiently and professionally.
- To recognise when certain behaviour is a determent to an individual or group and to constructively challenge conflict and behaviour.
- To have empathy for the group members and try to understand why their behaviour may link to their past experiences.
- Provide safe and appropriate briefings to guests, explaining and demonstrating activity content.

- To organise and lead teams of colleagues and instructors on a daily basis when required by the programme.
- To set high standards of personal responsibility to every part of the job.
- Ensure excellent customer / guest service at all times.
- You may deliver sub-contracted instructional and other work for local outdoor centres and companies in line with the needs of X Adventure Activities.
- Keep activity records as appropriate.
- Ensure the welfare and safety of all guests throughout programmes and sessions.
- To ensure that you follow the training you have received conversant to the activities you are able to deliver and not to deliver anything within the session that has not been fully risk assessed and is not documented on the risk assessment.
- Be responsible for personal health and safety, conversant with current legislation relevant to the safe set up and running of activities / programme.
- Undertake regular checking and maintenance of equipment as necessary and in compliance with AALS guidelines / regulations.
- To take an active role in the maintenance and up keep of the centre grounds and activity sites.
- To take an active part in the cleaning when required.
- To ensure that any activity equipment is maintained to the highest standard and to report any defects or missing items.
- To assist with essential course administration and keep up to date with all other relevant documentation.
- To ensure you follow all guidelines for GDPR and that any confidential information is only disclosed to the appropriate person or persons; including any safeguarding information.
- Work closely with colleagues to ensure effective communication of the resourcing needs to deliver high quality adventurous activities and experiences.
- To make an active contribution to safety, including any ongoing risk assessment and the diligent use of accident, incident and near miss reporting.
- You must be available for weekend and evening work when necessary.
- You will attend courses, seminars and training sessions deemed appropriate to the employment by the Directors of X Adventure.
- To undertake any training and professional development as and when required.
- To undertake any other reasonable duties, commensurate with the job title, as may be determined by the Directors.

Please sign and agree acceptance of the job description; *please be aware that this job description can change during your employment; however, any future changes will need to be signed against as a separate agreement.*

Date:

Post holders Name:

Post holders signature:

Directors Name:

Directors Signature: