



JOB DESCRIPTION

Job Title: Outdoor Education Instructor

Grade: Scale SO1: PT29 – PT31

Job Location: Portland Academy

Responsible to: Head of Academy

Purpose of Job:

- To plan and deliver outdoor education and learning outside the classroom opportunities which supports the purposes and implementation of Curriculum for Excellence
- To provide universal and targeted support for secondary and post 16 students
- To plan, co-ordinate and deliver achievement opportunities including the Duke of Edinburgh's Award Scheme, John Muir Award and other associated accreditation.
- To work within the vision and values of Ascent Trust

Principal Responsibilities

- Delivering Outdoor Education and learning outside the classroom opportunities to groups of students
- Leading in the development of the Outdoor Education programme
- Providing support for pupils, teachers and the whole academy as outlined below

Main Duties

Support for Staff

- Facilitating and instructing across a wide variety of age groups from Year 7 to post 16 aged pupils who have a range of complex needs
- Leading assigned groups
- Developing the academy's outdoor education programme
- Raising awareness to staff of the strengths and areas for improvement of individual pupils.
- Monitoring, recording and evaluating pupil's progress, including providing feedback on observations undertaken.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Preparation and review of individual pupil targets, including IEPs, and co-ordinating relevant information.
- Contributing to lesson evaluation

- Providing support to teachers in developing effective approaches to manage behaviour and discipline difficulties.
- Assisting in behaviour management of pupils, following behaviour plans and applying strategies as identified for individual pupils.
- Assisting in the setting of behaviour targets, communicating behaviour plans with other staff and monitoring their effectiveness
- Assisting in compiling and maintaining pupils' records.
- Assisting in the review of the statement.
- Assessing, recording and reporting pupil progress with PE teacher
- Working effectively with other academy staff in establishing routines for students
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
- Preparation of relevant equipment required for activities, including regular safety checks on equipment and servicing /repairs where necessary

Support for the Pupil

- Using specialist knowledge to support pupils.
- Working with pupils on individual targets set
- Working with individuals and groups to support learning activities and develop behaviour for learning
- Motivating pupils to engage in Outdoor Learning activities
- Promoting and safeguarding the health, welfare and safety of pupils
- Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in other learning environments located off site.
- Delivering therapeutic interventions under the direction of a multi-disciplinary team
- Contributing to the preparation of individual pupil risk assessments as required
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN

Support for the Academy

- Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
- Participating in academy improvement planning and raising achievement
- Working in partnership with parents, support staff and other professionals
- Liaising with educational and health specialists, and outside agencies as required.
- Liaising with parents regularly regarding behavioural issues for identified students
- Contributing to the whole Academy's Self Evaluation process.
- Consistently implementing the academy's behaviour management system
- Engage with groups/members of the community which use the outdoor learning areas
- Flexibility in working hours to accommodate needs of academy

General Requirements

- Attending and participating in training and development activities as required.
- Engaging actively in appraisal and Professional Development
- Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the academy
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Head of Academy and senior staff

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy's policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

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