#

#

# Job Description and Person Specification

|  |  |
| --- | --- |
| **Title** | WPA Chief Instructor |
| **Area** | Outdoor School |
| **Responsible to** | Head of Outdoor Adventure |
| **Effective Date** |  |
|  |
| **Job Description** |
| **Main Purpose of the Role** |
| To be responsible for the practical delivery and development of activity at Weymouth College’s outdoor centre. To manage the centre's instructional staff on the day to day basis and maintain high standards of delivery across all provisions. To monitor risk assessments, operating procedures and safety systems to maintain proactive maintenance systems. To identify, prevent and provide early solutions to problems which may affect delivery  |
| **Main Responsibilities** |
| 1. Ensure that WPA standards are met in both quality of delivery and maintenance of resources
2. Ensure that WPA processes remain in line with college systems
3. Ensure that staff are being briefed and debrief each day and understand the nature of daily delivery
4. Assist the head of outdoor adventure with activity schedules
5. Secure staff as appropriate for delivery of activities
6. Assist with overseeing and directly contribute to delivery of a range of sessions, both practical and theoretical for a variety of clients
7. Ensure that all activity is run in accordance to defined industry requirements, coordinating and preparing for inspections as needed
8. Induct new staff to WPA and monitor development when needed
9. Ensure that equipment is fit for task maintenance schedules are in place and help the Head of Outdoor Adventure to ensure that the centre is resourced appropriately
10. Ensure systems are in place to track student/client progress and attendance on extended courses and clubs
11. Actively gather and collate feedback to use to develop both individual staff and our operating procedures
12. Work closely with the rest of the Office team
13. Ensure that personal qualifications remain valid and current
14. Promote high levels of customer service and maintain a professional image at all times
15. Provide a positive role model for learners and fellow staff
16. Deal with any issues and incident, rapidly and effectively
17. Engage in the delivery of all college courses as required including Outdoor Course.

**All Staff: General Responsibilities and Expectations:** * Promote the safeguarding and welfare of all.
* Be aware of College policies and updates available through the College intranet.
* Drive and participate in the College performance management process.
* Comply with the College’s Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
* Contribute to cross College events supporting and promoting the College and the provision.
* Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices.
* Attend and contribute to cross-College meetings/forums.
* Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
* Manage and minimise risk within all areas of responsibility.
* Adopt and promote employee values and behaviours working within the Staff Code of Conduct.

**Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.** |



|  |
| --- |
| **Person Specification** |
|  |
| **Qualifications** | **Essential** | **Desirable** |
| Dinghy Senior Instructor |  | ✔ |
| Mountain Bike Leader  |  | ✔ |
| Paddle Sports Instructor |  | ✔ |
| Rock Climbing Instructor |  | ✔ |
| Powerboat Instructor |  | ✔ |
| **Must Have 2 of the Above at a minimum** |  |  |
| Formal qualifications in the delivery of leadership and personal development programs  |  | ✔ |
| D1 minibus driver |  | ✔ |
| L3 First Aid in Outdoor | ✔ |  |
| **Experience** | **Essential** | **Desirable** |
| Minimum two years in a senior position in outdoor centres, both on and off water | ✔ |  |
| Team leadership or management experience |  | ✔ |
| Experience in the facilitation of leadership development and teambuilding programme to a range of participants, including youth, SEND and adult groups  | ✔ |  |
| Knowledge of Assessing risks and writing Risk Assessments | ✔ |  |
| Experience working with a range of students, clients, customers and other team members in a similar working environment | ✔ |  |
| **Skills & Abilities** | **Essential** | **Desirable** |
| Strong communication skills, both verbal and written  | ✔ |  |
| Excellent organisational skills  | ✔ |  |
| Able to maintain a range of equipment kit relating to the activities provided | ✔ |  |
| Able to inspire students, motivating them and promoting adventurous activity | ✔ |  |
| Able to provide outstanding provision in an outdoor education environment | ✔ |  |

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Date |  |