



## Job Description

### Job Title

- Apprentice Instructor

### Location

- Caldecotte Xperience, George Amey Centre, Simpson, Milton Keynes

### Position in the Organisation

- Reports To: The Deputy Head of Centre
- Working With: The Caldecotte Team

### Main Purpose and Scope of the Role

- To undertake a programme of on and off the job training and to gain experience as an instructor.
- To deliver a high standard of Outdoor Education programmes to a variety of Children and Young People and some adults.

### Duties and Key Responsibilities

- Delivering programmes of water and land based adventure activities for Children, Young People and adults.
- To work closely with the other instructors and to identify and meet the needs of the young people.
- To supervise and deliver programmes independently and in conjunction with other staff.
- To contribute to projects set by management.
- To work closely with accompanying staff to develop and evaluate programmes.
- To work closely with accompanying staff to set appropriate targets for Children and Young People and accredit their achievement.
- To set the appropriate balance of challenge and support for each individual ensuring the 10 principles of high quality outdoor education for young people
- To ensure the safety of all young people, staff and adults which is paramount whilst they are involved at the centre or in the centre programme.
- To maintain records in identified safety areas as required by the

Deputy Head of Centre.

- To maintain all specialist equipment as required
- Maintain a good knowledge of national and local initiatives which are of benefit to the organisation and those using the Centre.
- Support the direct involvement of young people in the development of the Centre.

### General Responsibilities

- Support events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- To carry out any other Action4Youth duties as required by the CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Appraisal System.
- Attending relevant CPD training events in line the Appraisal System.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.