

## Job Description -Instructor (Part Time/ Job Share)

### Duration

- Every Thursday & Friday from the 4<sup>th</sup> March to 1<sup>st</sup> November 2024

### Pay

- £22,577 pro rota

### Location

- Caldecotte Xperience

### Position in the Organisation

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

### Main Purpose and Scope of the Role

- 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 those programmes independently and in conjunction with other staff.
- To lead projects set by management.
- To work closely with accompanying staff to develop and evaluate those programmes.
- To work closely with accompanying staff to set appropriate targets for Children and Young People and accredit their achievement.
- 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

- Deliver a wide range of land based and water based activities across the Caldecotte Xperience whilst liaising closely with senior staff, subject to qualifications.
- Support the induction of individual children and others to the Caldecotte Xperience.
- Set appropriate targets for young people and ensuring developmental and realistic targets are met.
- To be responsible for the staff qualification matrix and staff sign off recording process.
- To carry out staff training where appropriate
- To assist in session observations and recordings

### 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 your Line Manager, CEO or Directors.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.