

JOB DESCRIPTION: SENIOR TUTOR

Reports to: Operations Manager	Responsible for: Apprentice tutor
Location: Low Bank Ground & Hinning House	Salary Band: £19,000 - £25,000
Date: September 2019	Hours: 0.7 Contract, hours usually worked within term time.

Role and Responsibilities

To be an outdoor learning specialist, providing high quality teaching and learning opportunities.

Key Tasks	% time spent
Delivery of the programme <ul style="list-style-type: none"> • Delivers high-quality young people’s outdoor learning • Maintains and develops high quality teaching and learning in the centres • Teaches on a range of educational programmes for all ages to develop knowledge, skills attitudes and behaviours related to curriculum and non-curriculum areas • Liaises effectively with the Head of Centres, other staff and visiting course leaders with regard to course requirements • Produces and develops educational materials to support delivery and the residential experience • Keeps up-to-date with relevant national and local developments • Models professional best practice when delivering or supervising outdoor activities and projects • Contributes to the on-going improvement and development of training resources, activities and practice • Makes an active contribution to safety, including any on-going risk assessing and the diligent use of accident, incident and near miss reporting. • Attends staff and planning meetings as appropriate • Adheres to Brathay’s Health & Safety Policy and Procedures and any other statutory Health & Safety requirements 	85%
Equipment <ul style="list-style-type: none"> • Monitors and maintains outdoor equipment in line with any licensing requirements and/or centre systems • Cleans and repairs equipment after activities • Ensures that resources are sufficient and suitable for course requirements 	10%

<p>People</p> <ul style="list-style-type: none"> • Liaises effectively with other staff and in preparation for programme delivery • Takes responsibility as necessary for directing tutors and overseeing the delivery of the programme • Actively contributes to the staff team by communicating ideas and concerns openly • Assists with the training of other staff and freelancers • Fosters relationships with schools and other organisations 	<p>5%</p>
<p>Miscellaneous</p> <p>In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</p>	

Skills, Experience and Qualifications

Essential

- Previous experience as an outdoor tutor, working with a wide range of clients, and with experience of working with children and vulnerable adults
- Experience of providing excellent customer service
- Self-motivated and able to work unsupervised
- Flexibility: flexible attitude to work and working hours, open to change and personal development
- Ability to communicate clearly both verbally and in writing
- Excellent team working and team building skills
- Problem solving: ability to devise solutions without a high degree of supervision and using own initiative
- Enthusiastic in approach, with a friendly, competent and constructive approach to working in the team of colleagues and dealing with clients.
- Ability to empathise with the issues and needs of young people

Education and Qualifications

Essential

- Current driving licence: Full, PCV D1 or D1+E
- For vehicle insurance purposes, you should be at least 23 years of age and have held a full, driving licence for at least two years, with two years driving experience
- Current First Aid qualification (minimum 16 hour course)
- Mountain Leader Award (Summer)
- SPA
- BCU / UKCC Level 2 or BCU equivalent
- RYA Powerboat level 2

Desirable

- RYA Dinghy Instructor
- Higher level NGBs eg MIA, Winter ML, BCU Level 3, RYA Dinghy Senior Instructor, RYA Powerboat Instructor
- APIOL
- Teacher trained or equivalent
- Mountain Bike Leader

Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of and adheres to, the Trust's Mission and Values, Plan, Practice, and agreed policies.
- **Health & Safety:** adheres to Brathay's Health & Safety Policy and Procedures and any other statutory Health & Safety requirements.
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity Policy, Safeguarding Policy and any other policies that may be in force from time to time.
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, annual leave etc. Specifically in this role, the job holder will need to be flexible with regard to occasional travel, evenings and weekends; possible overnight stays
- **Team-working:** Co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time.
- **Research:** Contributes to the work of Brathay's Research Hub, as appropriate

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed:

Date: