

JOB DESCRIPTION

Job Title	Lead Instructor		
Directorate	Children and Family Services		
Reporting to	Senior Instructor/Centre Manager		
Grade	14		
Evaluation ref:	AG0885	Job ref:	Family
Role purpose			
<p>To supervise, demonstrate and instruct groups in a wide variety of outdoor activities both on and off-site, including technical and more high-risk activities. Supervise the delivery and overall operation of a centre and hold responsibility for the appropriate level of staffing and the welfare, health and safety of all concerned.</p>			
Responsibilities			
<ol style="list-style-type: none"> 1. Supervise, demonstrate and instruct groups in a wide variety of outdoor activities both on and off-site. This may require driving Centre minibuses. 2. Meet with customers to conduct introductory and welcoming talks, safety briefs, tours and oversee their departure. 3. Deliver a small proportion of technical and more high-risk activities offsite, in remote locations, once specialist training and supervision has been given and competence assessed. This will be without any other member of staff; however, support will be via telephone. Dynamic risk assessment will be undertaken to ensure the safety of the group and that centre procedures are followed. 4. Undertake any reasonable requests to benefit the clients, this will include running the bar, seating parents, signing children in and out, supporting tutors in following the behaviour plan. Seek advice from more senior staff where appropriate. 5. Determine alternative pursuits should the pre-set course schedule need to be varied. 6. Supervise the delivery and overall operation of a Centre across the "residential" aspect of the course delivery, including supervising the smooth operation of the dining room, and any bar and shop needs when on duty, to compliment the timetable of the course. 7. Sleep-in as necessary to support the delivery of residential courses and maintain appropriate safeguarding processes at all times. Assist with the design of programme and rooming of children as appropriate. 8. Ensure the appropriate levels of staff are available to deliver the services and where this is not the case follow the procedures to meet any unexpected shortfalls when on duty until a manager/senior instructor arrives to support. Updating records as appropriate and updating daily briefing diary. 9. Adapt to the present situation or think of alternatives if the programmed activity needs to be cancelled or modified for health, safety or welfare needs. Liaise with the Centre Manager and Senior Instructor where necessary. 			

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10. Ensure that any changes to scheduled events are co-ordinated, broadcast and displays are prepared and updated. Report these to the Centre Manager/Senior Instructor.
11. Attend and contribute fully to daily and weekly briefing and reviews, sharing experience where possible and keeping records as required.
12. Conduct risk assessments on the activities, location and environment around these activities, within the guidelines laid down or as described by the Health and Safety group and/or the Service's safety policies.
13. Ensure faculties are fit for purpose, safe clean, tidy, and take the appropriate action to identify any problems, remedy failures of equipment within the described procedures.
14. Resolve any problems from students or visiting guests during residential periods, conducting introductory, welcoming talks, and overseeing smooth departures. Liaise with the on-call manager for advice where necessary.
15. Share knowledge and experience with other team members, offering training as appropriate and within pre-planned programmes.
16. Ensure personal records are kept for inspection. Assist in the preparation for inspection, e.g. maintain kit check records and hold an area of responsibility for a technical aspect of equipment maintenance.
17. Ensure high levels of Health and Safety in activities by monitoring the maintenance of kit and equipment, grounds and indoor spaces. Rectify failures and request replacements.
18. Undertake assessments and observations of staff for activities where devolved power has been given.
19. Carry the legal responsibility of being in loco parentis, when sleeping in at the Centre.
20. Maintain detailed records, where contact is made with parents with regards to children.

Impact

Contacts & Relationships

- Working with visiting group leaders/teachers and students during pastoral and activity periods.
- For courses over a weekend, the individual is the main member of Centre staff on-site, especially when delivering the more high-risk activities. Will be the first point of contact for visiting tutors and students. Support for them would be via telephone call or SMS.
- Meet visiting course tutors and liaise with them during their stay.
- Re-assure parents of children attending courses and deal with any concerns.
- Promote the highest standards of customer care at all times, operate with integrity and ensure that all staff are treated courteously.

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Resources			
Will ensure they copies of room plans and children's medical details are available and checked and that all procedures regarding fire and duty are followed.			
Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)	X		
Familiarity with ICT equipment and a competence to use it		X	
Experience			
Experience of leading outdoor and adventurous activities.	X		
Proven record of ability to work with groups of children/adults.	X		
Experience of risk assessments and safety procedures.	X		
Experience of being a course director for a particular group or programme.	X		
Significant experience in adventurous activities.	X		
Experience delivering training for outdoor instructors.		X	
Experience managing outdoor kit and undertaking kit checks.		X	
Qualifications / Registrations / Certifications			
Current First Aid	X		
Relevant experience working in the outdoors with young people.	X		
Two outdoor NGBs (such as ML, RCA, or paddle sporting qualifications).	X		
NVQ		X	
RPIOL		X	
Further NGBS		X	
D1 Minibus licence		X	
Skills			

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Keen to continue personal professional development.	X		
Has taken responsibility for a centre over night or at weekends.	X		
Good communication skills.	X		
Working Conditions			
There is an occasional requirement to sleep in at the centre when there are residential groups.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: 17th July 2024