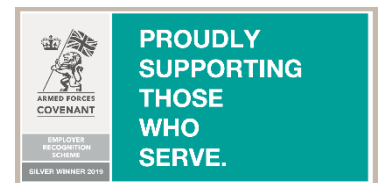




## KINGSTON MAURWARD COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Outdoor Activities Instructor</b>
<b>Post Reference No:</b>	<b>OAS26b</b>
<b>Job Purpose:</b>	To deliver training in outdoor activities on public services and outdoor adventure courses and to ensure that the activities are run in a safe and efficient manner.
<b>Reports to:</b>	Head of Department - Outdoor Adventure, Sports and Public Services
<b>Grade/Salary:</b>	£18,278 – £20,760 per annum which is Point 1a – 4a on the Instructor Salary Scale depending on skills and experience.  A 'skills shortage' allowance of up to £3,000 per annum may be available depending on candidates' skills and experience.
<b>Hours:</b>	37 hours per week, Monday – Friday with flexibility to meet business needs.
<b>Status:</b>	Permanent
<b>Functional Links With:</b>	Course Tutors, Head of Department Outdoor Adventure and Sport, Student Welfare, Learning Support



### Kingston Maurward is more than just a college.

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset's rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being 'the place to go' is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn't get in, it's just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

**For this role, we are looking for enthusiastic, self-motivated Outdoor Instructor to deliver outdoor activities within the Outdoor Adventure, Sports and Public Services department. You will have a range of experience gained from working in the industry, will be resourceful and confident at delivering long progressive outdoor programmes. You will be able to deliver a variety of sessions to a range ages and abilities to a very high standard. The post holder will also be required to ensure that all the sports facilities are kept clean and maintained in line with operating procedures. This would suit someone with a military background as the majority of the teaching would involve Public Services and Military Preparation students.**

#### **Main Tasks and Duties:**

- To give sound and high-quality instruction in outdoor adventure and sports activities, in accordance with standards laid down by the College Authorities, Adventure Activities Licensing Authority, and Sports National Governing Bodies.
- To manage, and maintain a safe working environment for outdoor activities, both on and off site.
- To run outdoor and adventurous activities as required to various customers during occasional evenings, weekends and school holidays for the Outdoor Adventure Centre.
- To liaise with the head of department on issues involving equipment, safety, and inspection programmes and assist in maintaining the Outdoor Education Centre and associated facilities and equipment to a high standard.
- To motivate and supervise students whilst they participate on training programmes.
- To liaise with Lecturers and Course Tutors and provide accurate feedback regarding the progress of students.
- To write schemes of work and lesson plans when required for activity sessions
- To be flexible to deliver activities within and out of term times including summer holidays.
- Any other relevant duties as directed by the head of department OASPS
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To organise and run demonstrations, guided tours, and talks for visitors and students.

#### **Duties Expected of All College Staff:**

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.

- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.**

### Person Specification

**Key**    A – Application                    I - Interview

	<b>Essential</b>	<b>How identified*</b>	<b>Desirable</b>	<b>How identified*</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Teaching qualification – or the willingness to work towards</li> <li>• Single Pitch Climbing Award</li> <li>• BCU/UKCC Level 2 Coach</li> <li>• Hold or be willing to achieve the Level 2 Gym Instructor qualification.</li> <li>• Good standard of GCSE’s grades 4-9 / A*-C (or equivalent) inclusive of English and maths</li> <li>• An appropriate first aid qualification – either First Aid at Work or ‘Appointed Person’ – or the willingness to work towards.</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Assessor and Verifier qualifications</li> <li>• Mountain Leader Award (trained / assessed)</li> <li>• Local Cave Leaders Award (Mendip)</li> <li>• GNAS Archery Leader</li> <li>• Other relevant coaching or leadership awards</li> <li>• BCU Level 3 coach</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Previous successful experience of working in an Outdoor Education Centre</li> <li>• Experience and confidence working with Young adults age 16+</li> <li>• Up to date with industry requirements.</li> <li>• Some supervisory experience.</li> <li>• Extensive and in-depth knowledge of Sport and Fitness.</li> <li>• Computer literacy with good knowledge of Microsoft Word, Access, Excel and Power point</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Equipment maintenance experience</li> </ul>	<p>A</p>
<b><u>Skills &amp; Abilities</u></b>	<ul style="list-style-type: none"> <li>• Excellent organisational, communications, leadership and motivational skills.</li> <li>• Excellent administrative abilities.</li> <li>• Good practical delivery Skills.</li> <li>• Ability to meet deadlines and prioritise workload.</li> </ul>	<p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• To be an inspiring Instructor</li> </ul>	<p>A/I</p>	<ul style="list-style-type: none"> <li>• Good sense of humour.</li> </ul>	<p>I</p>

	<ul style="list-style-type: none"> <li>• Flexible, adaptable, honest and trustworthy</li> <li>• Track record of successful teamwork.</li> <li>• Enthusiastic with ability to motivate learners.</li> <li>• Willingness to challenge unsatisfactory performance of students.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A</p>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Current driving licence.</li> <li>• Trailer Licence</li> <li>• To maintain a reasonable level of fitness</li> </ul>	<p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• D1 Minibus driving licence.</li> </ul>	<p>A</p>

### Competencies Required of All College Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

### Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Kingston Maurward Support Staff Contract.
- The salary for this post will be in the range of £18,278 – £20,760 per annum which is Point 1a – 4a on the Instructor Salary Scale depending on skills and experience.
- Working Hours will be 37 per week during Monday to Friday with flexibility to meet business needs.
- The annual leave entitlement will be 25 working days to be taken during the period 1 September to 31 August plus agreed Statutory Bank Holidays and College closure days. This will increase to 30 days' per annum (pro rata) after 5 years' service from 1 September in the qualifying year.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
- The notice period will be three months on either side.
- Membership of the Local Government Pension Scheme is available.
- The appointment is subject to the College receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.

- The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
- If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

**Criminal Records – Disclosure and Barring Service check and Safeguarding Status:** At Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

Kingston Maurward College considers itself a 'specified place' for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both 'spent' and 'unspent'. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

**For an informal discussion about the post, please contact Anthony Ray on 01305 215070 during normal working hours.**

## **Applications**

**Applicants for this position must complete a college employment application form.**

CVs may be submitted and will be considered in support of a fully completed application form.

**We are not accepting CVs at this stage from Recruitment Agencies**

Please return the completed Application Form together with a letter of application by email to [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) or by post to: HR Department, Kingston Maurward College, Dorchester, Dorset, DT2 8PY.

**The Closing Date for Applications:            Friday 2 September at 9:00am**

**Proposed Interview Date:                    TBC**

Kingston Maurward College reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

**Please add [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.**

For further details on application forms or the recruitment process, please go to our website [www.kmc.ac.uk](http://www.kmc.ac.uk). Alternatively, please contact the HR department by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**You will be asked to provide evidence of all the qualifications listed on your application form at interview.**

Kingston Maurward College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The College welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending please contact the College's Human Resources Manager in order that alternative arrangements are made.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College's Website under "Work for Us" or you can request a copy by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**Following receipt of completed application forms, if you have not heard from the College within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).**

**Statement by appointed person:**

**(Section to be completed following offer of post to successful candidate)**

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Outdoor Activities Instructor** at Kingston Maurward College.

**The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.**

**Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.**

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....