

## City of Edinburgh Council job description

<b>Post title</b>	Instructor
<b>Directorate</b>	Wider Achievement and Lifelong Learning - Outdoor Learning and Adventure Education
<b>Service</b>	Children, Education and Justice Services
<b>Responsible To</b>	Lead Instructor/Senior Instructor
<b>Number of post holders</b>	

### Purpose of job

The City of Edinburgh Council has two residential Outdoor Learning Centres, and one city based Outdoor Learning Centre. Lagganlia Outdoor Centre is based in the Northern Cairngorms and the other Benmore within the grounds of the Botanical Gardens near Dunoon. Both Centres provide fully serviced courses with a maximum capacity of 150 clients per Centre. Lagganlia also has self-catering lodges and camping huts available for hire. All-inclusive Outdoor Learning courses provide organised outdoor activities, equipment and instruction, full board and accommodation to school parties and other groups, including special needs groups. Both Centres also provide training for individuals as instructors, leaders and guides in outdoor pursuits. Bangholm Outdoor Centre is based on Trinity High Schools playing fields and provides city based outdoor learning opportunities, development and support.

The role of Instructor is to lead activity groups and provide quality learning opportunities for school pupils (delivery of Curriculum for Excellence) and other Centre guests (children & adults).

### The what - major tasks and job activities

- To attend staff briefings and take an active role in suggesting/planning appropriate activities for groups.
- To prepare for instructional sessions
- To instruct, lead and facilitate a wide range of activities to a high standard in accordance with Edinburgh Outdoor Learning guidelines.
- To issue and take in outdoor equipment to/from groups reporting defects/undertaking minor maintenance as necessary.
- To keep effective discipline in groups within a caring environment.
- To be concerned for the pastoral care and personal development of all participants.
- To manage emergencies in a safe/appropriate manner, administering first aid where required and complete appropriate reports.

- To be familiar with and competent in running the range of Outdoor Learning Courses that are provided by all three Centres. The core course and instructor requirements centre on the Adventure Education course. Individuals should understand and be able to facilitate this course syllabus to a high level of competence.
- To take an active role in developing the range/scope of activities offered by the Centre.
- To maintain excellent relationships with Centre visitors and any members of the public (e.g. local landowners) that you come into contact within the course of your work.
- A degree of flexibility is required – the post holder should be prepared to assist other teams to undertake tasks essential to the smooth operation of the Centre.
- To occasionally be in sole charge of a single group within the Centre at a weekend with remote centre management.
- An ability to work well as a member of a team is essential.

## **The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making**

### **Knowledge and Skills**

#### **Educational/Vocational Qualifications Required**

Outdoor Learning Edinburgh is part of the Communities and Families department of Edinburgh City Council. It is therefore part of the educational provision of the Council with strong ties to all the City's schools. Instructors should be familiar with modern teaching practice, Curriculum for Excellence and modern provision of Outdoor Learning.

Instructional staff are responsible for designing and writing their own programme. To do this all Instructors are encouraged to obtain a wide variety of Outdoor Activity NGB awards. This allows them to write a diverse programme in a variety of seasonal weather conditions. Instructors in a more continuous contract such as this will also be required to take additional responsibility for individual activities such as Sailing or Skiing for example. A more advanced NGB award would be required for this purpose.

Instructors are required to have a least four of the following from the Standard Category and one from the Advanced Category:

<b>National Governing Body</b>	<b>Standard</b>	<b>Advanced</b>
Mountain Training	Summer ML Single Pitch Award	Winter ML MIA or MIC
BCU	UKCC Level 2 (Combined or single discipline) Four Star Leader Canoe or White Water	UKCC Level 3 Five Star Leader Old Coach Level 4 or 5

	Old Level Three Coach Canoe or White Water	
MBLA	Trail Cycle Leader	Mountain Bike Leader
British Cycling	Level 2 Mountain Bike Leadership Award	Level 3
RYA	Instructor Level 2 Powerboat	Senior Instructor Safety Boat
BASI	Level 1 Alpine or Snowboard Level 2 Alpine or Snowboard	Level 3 Alpine or Snowboard
Snowsport Scotland	Instructor Alpine or Snowboard SnowBoard Leader	Advanced Instructor Alpine or Snowboard
Archery GB	Archery Instructor	
SRA	Level 2 Raft Guide	Level 3 Raft Guide

Previous experience as an instructor of outdoor activities is essential. In addition to NGB awards (see above) a broader experience leading a wide variety of adventurous activities e.g. gorge walking, canyoning, ropes courses, problem solving exercises etc is required.

Although the Instructor shall be based at a specific Outdoor Centre he/she may be expected to deliver and support programmes at either Benmore or Lagganlia and in Edinburgh.

### **Driving**

Driving a variety of vehicles and trailers is an integral part of the job of an outdoor instructor. It is therefore essential that Instructors have a current and clean driving licence with categories D1 and D1 + E present on their licence.

### **Creativity and Innovation**

The postholder must adapt their methods and approach to take account of the interests and capabilities of the course participants.

### **Contacts and Relationships**

The post holder has daily contact with a wide range of participants, from children and teachers to business clients on development courses. The postholder has to direct activities, taking into account the capabilities of individuals, the learning aims of the course – personal, social, leading towards a qualification – and the changing physical environment.

The post holder must have the ability to take charge in emergency situations as required.

The post holder must be able to demonstrate commitment to the value of outdoor education as a means of developing the individual within the area of personal and social development.

The post holder must have the ability to develop a safe, sensitive and successful teaching approach with a wide range of client groups.

The nature of the service provided requires the post holder to work flexibly to ensure that the programme is delivered safely and the well-being of participants and staff is paramount.

### **Decisions (Discretion)**

The postholder also undertakes instructing and will make all decisions to ensure the safety and well-being of participants, while at the same time ensuring that the learning requirements of the course are being met.

### **Decisions (Consequences)**

The safety of children and young people participating in adventure activities and the duty of care in a residential setting.

### **Environment - work demands, physical demands, working conditions, work context**

#### **Environment – Work Demands**

The post holder will need to be able to work independently and plan their time and work effectively to ensure operation of their courses.

#### **Environment – Physical**

The very nature of Outdoor Learning/Outdoor Education can involve Instructors in activities and conditions that require very high levels of physical fitness. The regular delivery of high level National Governing Body Award training and assessment courses demands this fitness.

The physical demands may involve long treks in remote areas and demanding environments on mountains, rivers and seas. 90% of time will be outdoors, broken into various types of activity, including walking 70%, water sports 15% and climbing 15%).

#### **Environment – Working conditions**

Outdoor Instructors are expected to be out in all weather conditions – Approximately 90%.

#### **Environment – Work Context**

The job can involve situations particularly with a potential of risk. This can involve working at heights in terms of rock climbing and/or mountaineering and being in river and sea conditions. This could be up to 20% of the working day.

It is also of paramount importance that the health and safety of all the participants is uppermost in the mind of each Outdoor Instructor. Extensive planning of routes and alternative routes is required. A detailed emergency plan particularly in remote conditions is an essential requirement.

There may be additional demands associated with difficult clients or the need to maintain emotional resilience in potentially upsetting circumstances.

## **Supervision and management of people**

No other staff.

Instructors will work under the management of the Senior Instructor or Lead Instructor.

## **Resources the job holder will be responsible for**

The post will be responsible for equipment and transport.

## **Additional information - health and safety**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).