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| **Job Description** |
| **Outdoor Education Instructor** |
| **Introduction**  Peterhouse School is committed to the education and personal development of children and young people with autistic spectrum conditions, and in doing so, to work in close partnership with families, commissioners and others.    All employees of Autism Initiatives including Peterhouse School, work in the context of Autism Initiatives’ Vision, Mission and Philosophy and to use the ‘Five Point Star’ approach in order to support real achievement of positive outcomes. The model recognises the *positive abilities* of all.  All staff are expected to support and promote the Peterhouse Values, and adhere to Autism Initiatives and Peterhouse School Codes of Conduct as well as the relevant professional Codes of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult.  All staff support the school’s approach to promoting Quality of Life, and use this to enable pupils to become successful adults with autism. |
| **Location**  Peterhouse School, Southport |
| **Line Manager**  P.E. Teacher |
| **Purpose of Role**  To be responsible for planning, organising and evaluating Outdoor Education activities for Peterhouse pupils across the school, for individual pupils, groups / classes and the whole school.  To build and maintain networking links, to create and enhance opportunities for pupils and promote the work of the school.  In liaison with the P.E. Tacher, to be responsible for the delivery of the Duke of Edinburgh Award scheme at Peterhouse. |
| **General Responsibilities**  Build and maintain positive relationships with:   * + - Parents, guardians, carers and families.     - All school colleagues, assisting in the creation and maintenance of good working relationships between all staff.     - The local community, presenting a positive image of the school.   Attend and contribute to, as required:   * Parent’s evenings and other school events, some of which may be outside of school hours, including residential trips. * Presentation and Awards evenings * Staff meetings * Annual reviews, internal reviews, multi-agency meetings and other meetings as appropriate * Appraisal meetings * Continuing professional development activity * To participate in ‘in house’ training and seven training days per year   Undertake to:   * To be familiar with and endorse the school's mission statement, staff charter, aims and ethos. You are also required to have a sound knowledge of autism and to inform your practice with this knowledge. * To be familiar with and adhere to the school's policies and guidelines e.g. Safeguarding, Health and Safety, Positive Behaviour Support * To support the meeting of objectives within the school development plan * To contribute to school self-evaluation * Be familiar with Autism Initiatives and Peterhouse School Vision and Mission statements, and with all relevant policies and procedures * Maintain confidentiality in all areas of work   **Outdoor Education Instructor Responsibilities**  Duke of Edinburgh Award Scheme   * Ensure the delivery of quality programmes to young people in the Duke of Edinburgh Award (DofE) group. * Provide ongoing support to the DofE Manager with the DofE Award Scheme, including planning, supervising and/or delivering and assessing the four different sections. * Support with the planning, delivering and assessing of DofE expeditions, including supporting the students to be sufficiently prepared for expeditions. * Support students by setting SMART, bespoke goals for each of their sections, including approving plans. * Encourage students’ participation in their activities * Encourage students to gather evidence which can be uploaded to their eDofE platform. * Monitor progress of the students’ engagement and approve completion of sections via the eDofE * Keep in regular contact with parents/carers about plans/progress/trips etc. * Ensure sufficient DofE training is completed and up-to-date on eDofE, including expedition assessor and supervisor. * Liaise, communicate and work with the national and local DofE authorities as required.   Accessing the Community   * To work collaboratively with line manager and other staff responsible for delivery of Physical Enrichment, Forest School, Accessing the Community / Learning Outside the Classroom and other Outdoor activities, and contribute to policy, curriculum and reporting developments and requirements * To plan, deliver and assess the Physical Enrichment topics to students across school as part of the curriculum rotation * Ensure that all relevant Health and Safety measures, including risk assessments, are in place across all areas of responsibility * To ensure that material / displays are in place for School newsletters, Open Days and other events * To set annual targets for the appropriate area of the curriculum and contribute to report writing at the end of the year * Plan and manage budgets and expenditure for your area of responsibility * To record pupil participation, progress and attainment for activities led by you, using the school’s online assessment tool, Earwig and progress tracker * To source, audit and maintain resources for which you are responsible. * To assist in the creation of an environment that is appropriate, stimulating and secure for the pupils. * To liaise with external coaches, providers and venues to further enhance the physical enrichment offer * To work with colleagues to integrate Accessing the Community across other subjects * To assist and support pupils in carrying out personal care tasks in accordance with the Intimate Care Policy. * To support the school’s offer by organising clubs, assisting in lessons and covering duties as needed. |
| The Outdoor Education Instructor will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.  The job description may be reviewed and amended when deemed necessary by the Headteacher, in consultation with the post holder.  Duties will at all times be undertaken in compliance with Autism Initiatives and Peterhouse School Policies and Procedures. |
| **Date:** June 2025 |

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| **Person Specification** |
| **Outdoor Education Instructor** |
| **Essential:**   * Right to work in the UK * GCSE (or equivalent) in Maths and English * Commitment to Peterhouse Values (Kindness, Integrity, Team First) * Evidence of DofE training (Induction / Supervisors Course / Accredited Assessor) or be willing to attend sufficient training within 6 months * At least 1 national governing body award e.g. Mountain Leader/Hill and Moorland/ Lowland Leader, BEL Level 2 qualifications or equivalent * Experience of planning and delivering Outdoor Education sessions * Physically fit and able to support outdoor activities in varied environments and weather conditions. * Basic skills in rambling, cycling and climbing * Ability to drive a minibus or willingness to obtain the relevant licence * Knowledge of SEND * Knowledge of and commitment to high standards of safeguarding * Knowledge of and commitment to high standards of Health & Safety * Excellent interpersonal and communication skills * Ability to work as part of a team * Ability to personalise learning * Willingness to learn and self-reflect * Ability to use a range of IT * Commitment to participate in ongoing training and professional development |
| **Desirable:**   * Knowledge and experience of ASC * Experience of working in an educational setting * Experience of delivering the Duke of Edinburgh Award Scheme * Experience of delivering physical enrichment topics, including climbing, cycling, rambling, and bushcraft * Experience of working with children and young people * Experience of a role involving organisation and planning * Committed to promoting independence within outdoor settings for young people * First Aid qualification |
| **Other**  ***Personal Attributes:***  Enthusiastic, Non Judgemental, Resilient, Resourceful, Flexible, Sense of Humour, Patient, Adaptable, Motivation to learn and improve skills |
| **Date reviewed:** June 2025 |