

Job description

Job title:	Senior Instructor (Carey)
Grade:	Grade 9
Job evaluation reference:	ES667
Job family:	Education & Youth

Purpose and impact

1. The work undertaken by the post holder aligns with several of the key objectives of Dorset Council and Children's Services. This includes ensuring that service users have the best start in life, are healthy and active and enjoy growing up in Dorset.
2. We work restoratively with families and children with a focus on early intervention and prevention. We work with schools and education colleagues to support young people in staying in or returning to school through a focus on developing relationships and building resilience.
3. We work closely with schools, teachers, social workers and youth workers along with other professionals. The result of which is safe and secure young people who are able to cope better with the demands of their lives.

Key responsibilities

4. Deliver safe and informative outdoor education which meets the standards laid down by the centre and any relevant national governing bodies or organisations.
5. To keep accurate records and reports following sessions as required.
6. To report on behalf of the centre during professional meetings.
7. Carry out essential equipment checks and maintenance following centre protocols.
8. Report and log accurate records of incidents, accidents and near misses.
9. Deputise for the Centre Manager and/or Deputy Centre Manager during periods of absence such as days off and leave.
10. Coordinate with other team members to ensure the smooth running of multiple sessions sometimes operating from a variety of locations on any one given day.
11. To greet customers, deliver briefings and correctly equip participants for the day.
12. To brief and de-brief other team members and keep records of the activities delivered.
13. Assist with getting quotes and procurement of equipment as directed by the Centre Manager.
14. Deliver staff training and development opportunities throughout the year.
15. To induct, observe, support, and provide guidance and mentorship to all other instructors.
16. Assist the administration team and provide reception cover on occasion.
17. Drive a vehicle with customers to/from locations.
18. Ensure the maintenance schedule of any fleet vehicles is undertaken in accordance with the H&S needs.
19. Assist the Centre Manager with creating activity schedules, session plans and staff allocation.
20. Assist the administrative team with producing advertising content such as posters, news articles, social media and website content.



NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Centre Manager

Responsibility for: Monitoring and supporting any casual or freelance staff who may be used at the centre from time to time when the Centre or Deputy Centre Manager are off site

Other factors

21. Outdoor working environment, in all weather conditions and year-round.
22. Hazardous working locations; could include working in/on/near water, working at height on cliff faces, coastal paths and climbing towers.
23. A DBS check will be required as the post holder will be working with children and vulnerable adults.
24. Some weekend and evening working may be required along with occasional overnight duties.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Educational qualifications to A-Level or equivalent alternative qualifications	Application form
2. Minimum two of the three listed below: <ul style="list-style-type: none"> • Mountain Bike Leader • Archery Instructor • Forest School or bushcraft qualification or competency 	Application form
3. 16 Hour First Aid	Application form
4. Completion of L2 Safeguarding course (or willingness to undertake training)	Application form
Experience	
5. Significant experience working with children and young people in a professional capacity in the field of alternative provision. This could be through teaching, outdoor instruction, youth or play work.	Application form
6. Experience working with special educational needs and young people with challenging behaviours or have qualifications in teaching, outdoor counselling, or mentorship	Application form
7. Experience in supervising team members	Application form
8. Experience in assisting with or leading on inspections and pre-inspection paperwork	Application form
9. Experience in promoting the safeguarding and welfare of young or vulnerable people	Application form
10. Risk assessment training and experience in reviewing annual assessments	Application form
Knowledge	
11. Knowledge of how outdoor education and learning outside of the classroom contributes to the physical and mental health of participants	Application form Interview Assessment
12. Knowledge of how learning outside the classroom can complement classroom learning and the national curriculum	Application form Interview Assessment
13. Knowledge of how effective outdoor learning improves socio-emotional skills and leads to improvements in emotional regulation, relationship building and effective decision making	Application form Interview Assessment
Skills and abilities	
14. Confidence and ability to make in-the-moment calculated judgements and decisions ensuring the safety and enjoyment of the team and customers	Interview Assessment
15. Excellent communication skills	Interview Assessment
16. Ability to work independently and without constant direction or supervision	Interview Assessment



17. Ability to stay calm under pressure and work to deadlines with conflicting priorities	Interview Assessment
18. Demonstrates continued professional development and willingness to go on training courses	Interview Assessment
Our values	
19. Respect	Interview Assessment
20. Together	Interview Assessment
21. Accountability	Interview Assessment
22. Openness	Interview Assessment
23. Curiosity	Interview Assessment
Other	
24. Full driving licence	Application form
25. An Enhanced Children's DBS check will be required	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. Graduate education to degree level in a relevant subject area i.e., Outdoor Education, Sport Science, Teaching, Youth Work	Application form
27. Team Teach	Application form
28. Behaviour Management	Application form
29. Archery Instructor	Application form
30. Mountain Bike Leader	Application form
31. Safeguarding Practitioner / Lead Safeguarding Officer	Application form
32. Risk Assessment Training	Application form
Experience	
33. Teaching in either a school or outdoor environment setting	Application form
34. Delivering staff training, upskilling and mentorship	Application form
35. Digital marketing, website and posting of professional social media content	Application form
Knowledge	
36. Good knowledge of outdoor equipment maintenance requirements	Application form Interview Assessment
Skills and abilities	
37. Coached conversations and excellent teamwork ability	Interview Assessment
38. Good computer skills including use of Excel, Word, Teams, Outlook	Interview Assessment



39. Accurate record keeping	Interview Assessment
40. Good listening skills and empathy with customers	Interview Assessment
Other	
41. Minibus driving licence (D1)	Application form
42. Practical maintenance skills and use of tools including power tools	Application form
43. Practical experience of gardening and horticulture	Application form

Approval

Manager's job title: OE Centre Manager (Carey)

Date: April 2026

