

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Outdoor Learning Instructor
Reporting to	Senior Leadership Team
Hours	38.25 hours per week for 39 weeks per year
Grade/Point	D 8 to 12

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- We are seeking a passionate, flexible, and resilient Outdoor Learning Instructor to lead and deliver a dynamic outdoor education programme within our SEMH provision. The successful candidate will design and facilitate engaging, off-site and on-site learning experiences that support pupils' personal development, wellbeing, and engagement in education.
- This role offers the opportunity to shape a bespoke outdoor curriculum, while also contributing to the wider school provision, including nurture-based and personalised learning approaches.

Main Duties and Responsibilities:

- Plan and deliver a structured outdoor learning programme tailored to the needs of pupils with SEMH.
- Lead small groups of pupils (typically up to 8) on off-site visits, ensuring high standards of safety, risk management, and supervision.
- Develop and deliver a range of outdoor and forest school-style activities, based on qualifications and experience.
- Design a curriculum that utilises the local environment to provide meaningful, engaging learning opportunities beyond the classroom.
- Facilitate opportunities for pupils to gain accredited qualifications, such as:
 - BTEC Level 1 qualifications (where appropriate)
 - The Duke of Edinburgh's Award (DofE)
 - John Muir Trust Award
 - Other relevant outdoor or vocational certifications
- Organise and lead conservation and community-based volunteering opportunities.
- Promote pupils' physical health, emotional wellbeing, and social development through outdoor activity.
- Build strong, positive relationships with pupils to support engagement, behaviour, and emotional regulation.
- Carry out risk assessments and ensure compliance with health and safety and safeguarding procedures.
- Work collaboratively with SLT and wider staff to ensure the outdoor curriculum complements the overall provision and individual EHCP outcomes.
- Monitor, assess, and record pupil progress, both academically and in personal development.

Whole-School & SEMH Responsibilities:

- Demonstrate flexibility and adaptability in supporting the wider school provision, including working outside of your primary role when required.
- Contribute to and deliver elements of a nurture group and foundation-stage/primary model provision where needed.
- Work as an SEMH tutor, supporting a small group of pupils' pastoral and academic development.
- Support the ongoing review and development of Individual Learning Plans (ILPs) and EHCP outcomes.
- Work as part of a team to provide a consistent, therapeutic approach to behaviour and engagement.
- Adapt provision to meet a wide range of needs, including pupils working at a primary or developmental level.

Class Structure

- Small group sizes of up to 8 pupils, enabling a personalised and supportive approach.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> First aid qualification Forest School qualification (Level 2 or 3) Outdoor activity qualifications (e.g. bushcraft, climbing, kayaking, navigation, first aid) Experience delivering BTEC or other accredited qualifications
Experience	<ul style="list-style-type: none"> Experience working with children or young people with SEMH needs or within alternative provision Experience leading outdoor education, forest school, or adventurous activities 	<ul style="list-style-type: none"> Experience working with pupils operating at a primary level Experience delivering or coordinating The Duke of Edinburgh's Award or John Muir Trust Award
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, verbally and in writing Excellent grammatical, spelling and punctuation skills. Ability to manage time effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong behaviour management and relationship-building skills Ability to plan and deliver engaging, flexible learning experiences Knowledge of health and safety procedures and risk assessment for off-site activities 	<ul style="list-style-type: none"> Ability to solve problems and find creative solutions

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development. • Full, clean driving licence
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....