

Position of
**OUTDOOR EDUCATION
INSTRUCTOR (Part-time)**
Yarm School, North Yorkshire



Co-educational | Day School | Ages 3-18 | HMC





THE ROLE

Yarm School, the leading independent School in the region, seeks to appoint an additional Outdoor Education Instructor (part-time). The successful candidate will join our team to ensure quality outdoor education and opportunities for our pupils.

The outdoor education department successfully leads a variety of exciting outdoor trips both within the UK and overseas. The largest trips that we provide to our pupils currently consist of a three-week trip to France, watersports trip to Greece, 2nd & 3rd Year Outdoor Education trips involving camping, mountain biking, hiking and canoeing. During the term time we host a variety of extracurricular activities and after school clubs, including two climbing clubs and a canoe club. The department also supports Duke of Edinburgh's Award expeditions at bronze and gold levels.

Applicants should hold at least one of the following qualifications, with training in at least one other: Lowland Leader, Climbing Wall Instructor, BC Paddlesport Instructor.

Additionally, we welcome applicants with any other recognised outdoor education qualifications. A professional training package is offered with the role, enabling the successful candidate to further their outdoor leadership qualifications to further support the needs of the school.

The terms of employment expect a degree of flexibility in working hours to enable tasks and activities to be conducted outside the normal school day, at weekends and during school holidays. However, working time will be based on a working week of 22.5 hours. These working hours will be monitored by the Outdoor Education Coordinator. Regular meetings will be held with the Outdoor Education Coordinator to ensure that the arrangements detailed in this job description are functioning effectively, efficiently and to the satisfaction of all concerned parties.

The salary will be £20,124 - £23,049 per annum pro-rata depending on experience and qualifications.



THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18. There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

KEY TASKS AND RESPONSIBILITIES

Outdoor Education:

- To contribute to the smooth day-to-day running of the School Outdoor Education Programme and other school activities as specified in this job description.
- To assist with the organisation and running of the outdoor education programme: to include games sessions and the Tuesday / Thursday activity sessions, as well as weekend trips and residentials.
- To accompany/lead trips and excursions as part of this programme, including weekends/overnights, and to assist as an instructor as required. This includes assistance with planning and expeditions for the Duke of Edinburgh's Award.
- To assist the Outdoor Education Coordinator with activities on induction / taster days and open mornings etc.
- To assist in the Outdoor Education stores and to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To advise the Outdoor Education Coordinator of any concerns regarding equipment.

General School Routines:

- To attend staff briefings and meetings and to be familiar with all school routines and policies



THE CANDIDATE

	Essential	Desirable
Personal competencies	<ul style="list-style-type: none"> • Good communication skills • Ability to work effectively as part of a team or self-directed • Motivated to develop young people • Empathetic and caring manner • Professional and open approach to their work • Interested in developing themselves as outdoor educators 	<ul style="list-style-type: none"> • Innovative thinking • Financial awareness
Experience	<ul style="list-style-type: none"> • Worked with groups in an outdoor environment • Confident outdoor leader & facilitator with a range of ages and groups sizes • Competent IT skills 	<ul style="list-style-type: none"> • 1 year + outdoor instructor experience • Working in a school environment • Google Drive Experience
Education and Qualifications	<ul style="list-style-type: none"> • GCSEs - including English & Maths • At least one of the three qualifications listed below: <ul style="list-style-type: none"> • Lowland leader; • Climbing Wall Instructor; • BC Paddlesport Leader; or equivalent recognised awards. • Full UK Drivers Licence • Valid First Aid Certificate 	<ul style="list-style-type: none"> • Undergraduate Degree • Provisional Minibus Licence • Institute for Outdoor Learning professional recognition • Other outdoor qualifications such as: <ul style="list-style-type: none"> • Hill & Moorland Leader; • Mountain Leader; • British Cycling Level 2; • BC Coach qualification.
Attitude and behaviour	<ul style="list-style-type: none"> • Positive • Proactive • Personable • Enthusiastic • Resilient • Responsible 	

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions



APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.



CONTRACTUAL MATTERS

- Part Time permanent position, 52 weeks of the year
- Equivalent to 22.5 hours per week, to be worked over a variety of shifts throughout the week and weekends; there is the potential for some of the post-holders annual hours to be blocked in peak periods, releasing blocks of time where occasional periods of external freelance work could be undertaken
- £20,124 - £23,049 per annum pro rata depending on experience and qualifications
- Flexibility to work on residential trips throughout the UK
- 21 days holiday pro rata rising by a day every year (up to 24 days), plus public holidays. Holidays are to be taken during the school holiday periods
- Pension and Life Insurance Scheme for eligible employees
- Employee Benefit Scheme
- Continuing Professional Development
- No Smoking Policy on the School site
- Free on site parking

APPLY

The application form is available on the [Yarm School website](#).

Deadline: 12 noon on Monday, 6th February 2023

Interviews for successful applicants will be held the week commencing 13th February 2023.

Due to the anticipated volume of applications for this role, the School may seek to interview and/or appoint earlier than the stated deadlines. We regret that no feedback can be provided, for the same reason.

All applicants must use the Application Form provided, together with submitting a covering letter to the HR Department explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. All applications must be sent via email to HR@yarmschool.org or via post to:

The HR Department
Yarm School
The Friarage
TS15 9EJ
01642 786023