

Position of
**OUTDOOR EDUCATION
INSTRUCTOR**
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 Outdoor Education Instructor. 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 in the UK and overseas, within term time and also during the holidays. The largest trips that we provide to our pupils currently consist of an annual Scotland Canoe Expedition, watersports trip to Greece, winter mountaineering in Scotland, bouldering in France, Second and Third Year Outdoor Education trips involving camping, mountain biking, hiking and canoeing. During the term time we host games sessions, extracurricular activities and after school clubs. The sessions within school revolve around practical skills such as camp set up, woodland awareness and orienteering, but we also have two climbing and canoe clubs which regularly meet.

Applicants should hold at least two of the following qualifications; Mountain Leader (Summer), Rock Climbing Instructor, White Water Kayak Leader. Additionally, we welcome applicants with any other recognised outdoor

education qualifications. A generous professional training package is offered with the role, enabling the successful candidate to further their outdoor leadership qualifications where there is a business need.

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 40 hours, for 52 weeks per year (however term time only may also be considered). You will have to work over 40 hours some weeks. This additional time worked is accumulated and given back as Time Off In Lieu (TOIL). Your 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. Annual leave should be taken outside of term time.

The salary will be £26,061 - £29,346 per annum 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 leadership of all aspects of the outdoor education programme, alongside the Outdoor Education Coordinator, including trips and excursions at weekends and during school holidays, games sessions and the Tuesday / Thursday activity sessions, supported by members of teaching staff.
- To accompany/lead trips and excursions as part of this programme, including weekends / overnights, contributing as an instructor as required, and also having oversight of the holistic pastoral care of pupils throughout such trips. 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 maintain the outdoor education stores and equipment to ensure that all equipment is adequately logged, monitored and maintained so that it is available for issue, use and return as required.
- To maintain records of all work or repairs undertaken in the stores and to advise the Outdoor Education Coordinator of any concerns regarding equipment.

General School Routines:

- To attend staff briefings and meetings
- To attend training and development sessions as part of CPD and complete required qualifications
- To be familiar with all school routines and follow policies and procedures
- To be an Assistant Tutor where required



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"> • 1 year + outdoor instructor experience • Confident outdoor leader & facilitator with a range of ages and groups sizes • Competent IT skills 	<ul style="list-style-type: none"> • Working in a school environment • Google Drive Experience
Education and Qualifications	<ul style="list-style-type: none"> • GCSEs - including English & Maths • At least two of the three qualifications listed below: <ul style="list-style-type: none"> Mountain Leader (summer); Rock Climbing Instructor; White Water Kayak Leader • Valid First Aid Certificate • Full UK Drivers Licence 	<ul style="list-style-type: none"> • Undergraduate Degree • Teaching qualification • Other outdoor qualifications such as: British Cycling Level 2; Cave Leader; Canoe Leader (White Water and/or Open Water); • Minibus Driver (with D1 on Licence) • Institute for Outdoor Learning professional recognition
Attitude and behaviour	<ul style="list-style-type: none"> • Being an upbeat and enthusiastic ambassador for Outdoor Education around school and modelling a positive attitude • Pro actively carry out the job role, using initiative to take the lead when required • Personable to all Yarm School Stakeholders • Resilient to difficult challenges • Listen to instructions and take onboard development feedback • Polite and engage with pupils and staff at all times 	<ul style="list-style-type: none"> • To possess leadership qualities; • Drive to provide excellent service to all stakeholders at all times

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



CONTRACTUAL MATTERS

- Full time permanent position, 52 weeks of the year (term time only may be considered)
- 40 hours per week, to be worked over a variety of shifts throughout the week and weekends
- £26,061 - £29,346 per annum depending on experience and qualifications
- Flexibility to work on residential trips in the UK and overseas trips
- Passport required for overseas travel
- 21 days holiday 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

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 should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. 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 pupil-facing therefore involves substantial opportunity for access to children and is 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.



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](#)

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.

APPLY

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

Deadline: 12 noon on Tuesday, 16th January 2024

Applications will be assessed on receipt and an appointment may be made before the closing date.

Interviews for successful applicants will be held the week commencing 22nd January 2024.

Please note that we reserve the right to interview and appoint a suitable candidate prior to the closing deadline. Therefore early applications are encouraged.

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