

**Job Description**

**Position Title: Derwent Hill Outdoor Education Tutor Apprentice**

**Salary Grade: Apprentice Grade Level 3**

**Directorate: Neighbourhoods**

**Service: Derwent Hill**

**Reports to: Operations Director**

**Purpose:**

The post holder will be required to learn and be given training in the required skills and responsibilities of an Outdoor Education Tutor over the term of the apprenticeship to then be able to undertake the full range of duties listed below at the conclusion of the Apprenticeship.

**Main Duties and Responsibilities:**

* Overnight pastoral care in a residential outdoor education centre including first aid provision.
* Maintenance and replenishment of resources for outdoor activities.
* Assist with the supervision of visiting groups during meal times.
* Check and present the daily weather forecast.
* Work alongside Outdoor Education Tutors to assist with the setting up and delivery of adventure activities.
* Lead on specified outdoor activities as experience and competence progresses.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates.
* To treat all information gathered, either electronically or manually in a confidential manner.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council and use Council information only for authorised purposes.

**Other Duties**

* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

**Author: Matthew Ellis**

**Date: July 2019**