

## Woodrow High House Seasonal Instructor Job Description & Person Specification



<b>Role:</b>	Seasonal Instructor
<b>Accountable to:</b>	Senior Instructor or Assistant Senior Instructor
<b>Location:</b>	Woodrow High House, Amersham, Buckinghamshire, HP7 0QG
<b>Salary:</b>	£17,908.80 per annum.
<b>Term:</b>	Ongoing (Fixed term)
<b>Hours:</b>	42 hrs per week

### Additional Benefits Include:

- On-site living accommodation available at a charge of £229.65 per month.
- Generous holiday allowance - 31 days per annum plus 8 bank holidays
- Catered meals provided while at work
- Uniform provided
- A friendly, people-oriented environment

### How to Apply

Read the full **Job Description and Person Specification on page 2** that outlines the expectations of this role in detail. Please ensure you meet the eligibility criteria before you apply. If this sounds like you and you are interested, please submit your **CV and Covering Letter** via email to [woodrow.recruitment@londonyouth.org](mailto:woodrow.recruitment@londonyouth.org). Note that we are unable to respond to every application submitted. Only applicants who satisfy the criteria will be invited to interview. If you would like to ask any questions about the role or process do feel free to ring 01494 433531 and ask for the Mark Saville, Tom Falla or Rachael Fisher.

### About Woodrow High House ...

Located in the Chilterns, Woodrow High House is a 24-acre site made up of a Grade II listed manor house dating back to the mid-1600s, boasting a 120-bed Residential Centre and Sports Centre facility complete with swimming pool, sports hall and astroturf pitch. London Youth has owned and operated Woodrow since 1945, delivering intense and memorable experiences for around 7,000+ children and young people each year.

### Job Purpose

This role is a great opportunity to develop your instructing skills, build your confidence and learn new skills while getting paid and gaining additional experience.

As an instructor you will lead a wide range of activities to support the growth, development and education of the children, young people and adults who visit us. Activities will include outdoor sessions such as low ropes, high ropes, archery, orienteering and bushcraft, problem-solving activities, sports, arts and craft, environmental activities and many more. You will also carry out various other tasks to assist in the smooth running of the centre, including cleaning and maintenance.

We also have a Sports Centre which hosts a Swim School and other activities for the local community. If you are already qualified as a lifeguard you will occasionally provide lifeguard cover and be involved in day-to-day operations at the Sports Centre including cleaning and dealing with customers. We will help you maintain your existing lifeguarding qualification (if you have one) by providing free monthly update training.

## Job Description & Main Duties & Responsibilities

Responsible for instructional work with clients
<ul style="list-style-type: none"><li>• Delivering activities to Woodrow guests</li></ul>
<ul style="list-style-type: none"><li>• Operating all activities in accordance with Woodrow's operating procedures and appropriate National Governing Body guidelines</li></ul>
<ul style="list-style-type: none"><li>• Undertaking various "site work" tasks in order to help our facilities team deliver smooth operation across the site</li></ul>
<ul style="list-style-type: none"><li>• Being an excellent role model and ensuring that the messages of education and development we deliver to our clients are demonstrated personally and given honestly</li></ul>
Perform regular 'Duty Instructor' responsibilities (within contracted hours), including:
<ul style="list-style-type: none"><li>• Supervising residential groups overnight</li></ul>
<ul style="list-style-type: none"><li>• Running evening activities and the tuck shop</li></ul>
<ul style="list-style-type: none"><li>• Maintaining an on-site presence to provide first aid, act as a fire warden (training provided) and provide practical assistance to residential groups</li></ul>
<ul style="list-style-type: none"><li>• Sleeping in the building and being available throughout the night should any issues arise</li></ul>
Developing yourself and others
<ul style="list-style-type: none"><li>• Assisting with the learning required by the apprentice instructors and demonstrating good practice at all times.</li></ul>
<ul style="list-style-type: none"><li>• Committing to develop your own skills by learning from more experienced team members and other training that is made available. Developing existing sessions and considering ideas for new ones.</li></ul>

## About you

We are a residential centre for young people and so primarily we want to see evidence that you enjoy working with young people. You need to be interested in learning how young people can develop outside of the classroom and be dedicated to delivering that experience at Woodrow. You must be ready to communicate with a wide range of people from group leaders or teachers to teenagers and young children, including those with additional needs or challenging behaviour.

You need to be committed to a high level of customer service for all of our visitors. You should be able to deliver an excellent experience for all guests and want to go the extra distance to ensure that happens.

You must show evidence of the experience you already have as an instructor and your desire to learn and develop further.

Please refer to the skills, experience and knowledge we will be looking for in your application.

Skills, experience and knowledge	Essential/Desirable
<b>Experience</b>	
At least one full season's experience (or equivalent) instructing a variety of outdoor activities	<b>Essential</b>
Demonstrable understanding of the importance of quality customer service	<b>Essential</b>
Demonstrable understanding of the educational value of outdoor/informal education	<b>Essential</b>
Demonstrable ability to work on your own initiative, to be flexible and dynamic	<b>Essential</b>
<b>Qualifications</b>	
Hold at least one of the following qualifications: <ul style="list-style-type: none"> <li>• Archery GB Instructor Award</li> <li>• ERCA Traditional High Ropes</li> <li>• A walking qualification, such as BEL/ML/WGL/LL</li> </ul>	<b>Essential</b>
A valid first aid qualification	<b>Essential</b>
D1/PCV mini bus license	Desirable
Ability to swim 100m	Desirable
It would be an advantage to hold the National Pool Lifeguarding Qualification	Desirable
<b>Essential Personal Attributes</b>	
✓ Excellent ability to communicate with a wide range of people, in both verbal and written form	
✓ Awareness of the issues of living and working together with colleagues	
✓ Ability to display tolerance and compromise on issues surrounding communal living	
✓ Committed team player; with a willingness to work effectively with others by considering and valuing different and diverse points of view	

### Eligibility

Please note that in order to be eligible for this role you must:

1. Be 18 years old or over.
2. Have at least 1 season of instructing experience.
3. Hold a valid first aid qualification.
4. Have the right to work in the UK.

Please contact Rachael Fisher (rachael.fisher@londonyouth.org) for clarification if you are unsure if you are eligible.

### How to apply

Please apply by simply sending your CV and a Covering Letter by email to [woodrowrecruitment@londonyouth.org](mailto:woodrowrecruitment@londonyouth.org).

### **Important dates to note**

We will be recruiting on an ongoing basis until all positions are filled. Interviews will be arranged on an individual basis.

We have a variety of seasonal posts for varying lengths of contract – dates available from March 2019.

Please confirm your availability when applying.

### **Further Information**

The onsite accommodation for instructors contains furnished shared or individual bedrooms, lounge with wall-mounted flat screen television, kitchen with appliances including washing machine, and shared bathrooms. The instructor accommodation boasts broadband internet, and an enclosed garden with tables and chairs for you to enjoy.

Please note that due to the nature of this role, you will be working with young people and vulnerable adults, and you will therefore be required to complete an enhanced DBS application prior to any commencement of employment.