

**Job Description: Outdoor, Duke of Edinburgh and Uniform Services Technician 2 (Support-Technician)**



**Reporting to:** Head of Faculty of Human Behaviour

**Key purposes of this role:**

- To provide effective outdoor small group and individual instruction and skills assessment
- To provide support for designated groups of students to enable successful delivery of high-quality teaching and learning.
- To provide practical, administrative and technical support for academic staff and students on all Outdoor, Duke of Edinburgh and Uniform Services courses and related enrichment in line with College and Faculty policy and objectives.
- Work effectively as part of the Outdoor, Duke of Edinburgh, and Uniform services Team

Your line manager will be the Faculty Head of Human Behaviour but on a day to day basis you will work to the Senior Outdoor Instructor.

	<b>This front-line support post is accountable for:</b>
To provide effective small group and individual instruction and skills assessment	Lead and instructing small groups of students to ensure successful practical, outdoor learning
	Undertake and record practical skill assessments within your area of expertise
To provide academic support for designated groups of students to enable successful delivery of high-quality teaching and learning.	Effective in-class support of lecturer and students
	Supervising and supporting groups of students including outdoors. Recording support provided to specific students for funding purposes.
	Assisting with in residential and outdoor activities for Duke of Edinburgh, Public Services or other provision
To provide practical, administrative and technical support for academic staff and students on all Outdoor, Duke of Edinburgh, and Uniform services courses and enrichment in line with College and Faculty policy and objectives.	Manage equipment, materials and resources including base areas, stores and display. (e.g. HSE Equipment logs, Minor repairs to non HSE equipment such as tents and boat fixtures, removal of equipment no longer fit for purpose and ordering of replacements)
	Drive and load student minibuses (including with a trailer)
	Effectively promote and market Outdoor, Duke of Edinburgh and Uniform Services provision, in line with College and Faculty initiatives
	Ensure high quality resources are prepared and available for learning
	Provide effective organisational support for events including cross-college where required.
	Provide effective administrative support related to your role. For example, recording student progress on the E-DoE system
	Provide specialist support cross college related to your skill base. E.g. this might

	include first aid or kayaking.
	Provide emergency and short-term cover for lecturers on Outdoor or UPS Courses
	Provide cross-college cover for other technicians at critical points
	Lead or assist Faculty or Cross College elements of enrichment where required
Work effectively as part of the Outdoor, Duke of Edinburgh, and Uniform Services Team	Identifying and reporting training needs and undertaking continuing professional development in order to respond successfully to the challenge of new student groups (in particular training on health and safety aspects of practical work)
	Share skills with other staff where appropriate
	Ensure confidentiality when dealing with student issues and maintain a high standard of communication, record keeping and liaison
	Undertake health and safety assessments of facilities and resources and be a first level first-aider and part of the College rota.
	Actively contribute to developing the Outdoor, Adventure, and Uniform services curriculum, based on national best practice and the needs of students, in order to establish and maintain a reputation for excellence
	Actively participate in appropriate reviews and meetings within Faculty and course teams when required to do so
	Address problems proactively and liaise effectively with colleagues, managers and support services
Other	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguard and promote the welfare of children, young people and vulnerable adults

This role will require flexible working as it will include weekends, evenings and numerous multi-night expeditions for Duke of Edinburgh Award, Outdoor Adventure Instructor Training and Uniformed Services. Lieu time is given for all additional days spent on expeditions.

All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality & Diversity and customer service ethos.

Incremental progression is subject to satisfactory performance. This role may be uprated to Technical Instructor on gaining specified outdoor qualifications.

Annual targets for each element in this job description will be agreed annually with your Line Manager.

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy
<ul style="list-style-type: none"> <li>• Client/Student Feedback inc Student Voice</li> <li>• Records of equipment maintenance</li> <li>• Activity data</li> <li>• Feedback from staff</li> </ul>

**PERSONAL SPECIFICATION**

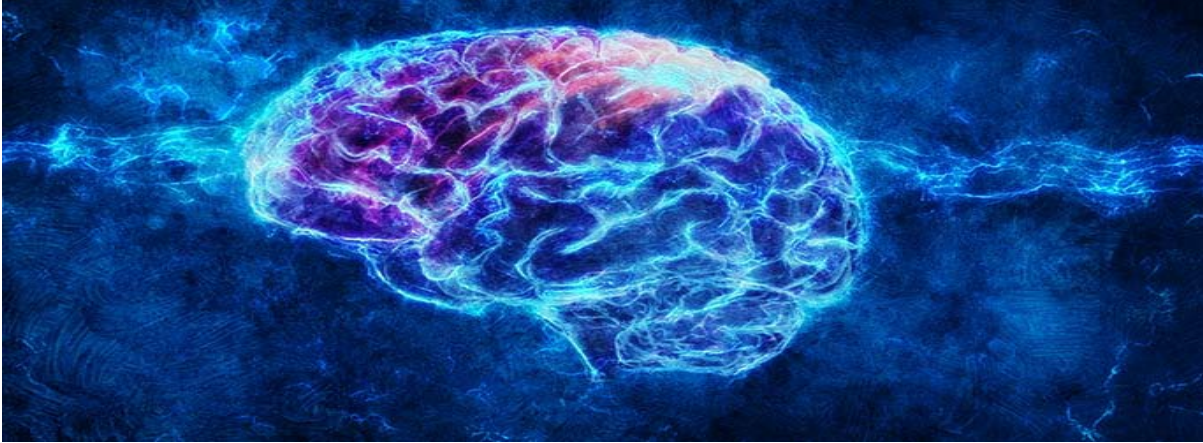
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Evidence of ability at level 3 or above (eg: A-level, NVQ Level 3, BTEC National Diploma etc.	Evidence of study of some of the content of our Outdoor, Adventure, and Uniform services
	Full, current, driving licence and willing to drive Minibuses and to gain D Licence within 6 months of appointment.	Minibus 'D' licence, Ability to legally drive a trailer (D1+E).
	Suitable to work within a College environment in the presence of children, young people and vulnerable adults and to act accordingly	Documented evidence of continuing personal development.
	First aid qualification or willingness to work towards one.	D of E Instructor or Assessor
	Outdoor first aid qualification or willingness to work towards one	
	To hold or be prepared to work towards the below:  Paddle sports: British Canoeing paddle sport instructor award or coach award (previous level 1 or 2 BCU award)  Competent in SUP, Canoe, and or/kayak  Climbing: Climbing wall award or rock climbing instructor.	Moderate water endorsements in canoe and kayak  Mountaineering and climbing Instructor award  Summer mountain leader award  Winter mountain leader award  Any additional qualifications relevant to outdoor pursuits or adventure (e.g., orienteering, raft building, bushcraft, pioneering, problem solving tasks etc.)
	<b>SKILLS/ PERSONAL QUALITIES</b>	Ability to train and develop practical skills – ideally for competency certificates associated to Outdoor, Adventure, and Uniform services
Good I.T, organisational and interpersonal skills.		Familiarity with the Duke of Edinburgh Silver and Gold Awards
Be an effective, patient and sensitive team player.		Familiarity with BTEC/NCFE (amongst other) Vocational Outdoor, Adventure, and Uniform services courses
Willingness to work with 16-19 students of all physical ability		Willingness to work with students of all age groups and levels of ability.

	levels.	
	Ability to assist or lead student skills sessions.	Understanding of how to motivate students.
	Ability and/or willingness to instruct or lead small teams of students within a group when required.	
	Good understanding of health and safety issues related to Outdoor, Adventure, and Uniform services activities.	
	The enthusiasm, imagination and ability to help organise enrichment activities.	
	Innovative, pro-active and committed to high standards in student achievement.	
	Happy working outdoors in all weather and willing to take part in all residential trips.	
<b>EXPERIENCE</b>	Experience in a range of outdoor practical activities connected with the Outdoor, Adventure, and Uniform services	Experience in leading a range of Outdoor based activities.
	Taken part in equipment maintenance, repair, and checks.	Have worked with Duke of Edinburgh groups

### Entitlement

Just as the College has legitimate expectations of you and the fulfilment of your role, so you are entitled to expect from the College enhancement of your personal and professional development and the creation of a working environment characterised by supportive and collegiate interaction.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## **Technician 2 for Outdoor, Duke of Edinburgh, and Uniformed Services | Faculty of Human Behaviour**

Dear applicant,

Thank you for taking an interest in the position of Technician in Outdoor, Adventure, and Uniformed Services at Cirencester College. This role that will give you or extend your experience of supporting students, mainly outdoors, on Duke of Edinburgh, Outdoor and uniformed services vocational courses, along with related enrichment activities across the college. The Human Behaviour faculty, in which the role is situated, is home to sport, uniformed services, and outdoor adventure; alongside a number of A level and T Level subjects.

We are a top performing 6<sup>th</sup> form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our c2900 students are doing level 3 programmes, mainly A Levels. Excitingly, the College is one of the first across the country which has been selected to deliver the new innovative T level qualifications. In November 2018 the college was graded as good with some outstanding elements.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.



In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

The College is undergoing major building renovation and expansion in this area of our provision, and all engineering, construction and digital related provision will have brand new accommodation in the next academic year. This includes a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College.

We have approximately 310 staff including managers, lecturers and a wide array of support staff.

Faculty staff work closely and effectively in subject and department teams. There are four faculties comprised of related subjects, each line-managed by a Head of Faculty, with a course leader for each subject. We encourage our staff to be innovative and proactive, seeking improvements in student experiences and training and sharing good practice sessions occurring throughout the year.

In this role you would be half of the core outdoor team although other staff also contribute at times. You would be working on a mixture of enrichment and subject elements of 16-19 student programmes.



Enrichment activities are a valued aspect of the student experience. One of the most successful programmes we run is the Duke of Edinburgh award, which you will be a key part of. This involves multiple expeditions each year for training and then for assessment. Most involve hiking, some bikes and others canoes or kayaks. The team also run climbing and water-sport enrichment and organise occasional challenges such as this trip (above) from the source of the Thames to the sea in summer 2022. During parts of the spring, autumn and particularly summer term, you are likely to be away on camping expeditions for much of the time. Where you work weekends lieu time is given which you can add to annual holidays.

At other times of the year, the team run environmental activities for DoE and other students in an area of land they have taken over, called the 'Axehead'. This has involved tree-planting, pond building, fencing and small building projects and a great deal of wild-flower planting. They have also run other projects elsewhere on the site.



The team also lead on the outdoor and expedition elements of the Uniform Public Services course and contribute some additional support to that course. This year we are launching the Outdoor Adventure

Course which will be led by the Senior Instructor and on which you would be supporting. This is a course aimed at students who want to get into the outdoor industry.

So, this role will really suit someone who loves being out in nature, enjoys working with young people and has, or wants to develop a skillset in outdoor pursuits and conservation. The work demands a good sense of organisation and attention to detail to make things work and patience and good listening skills in working with young people undertaking activities they find challenging. Minibus driving is an essential part of this role and if you haven't achieved the 'D' component on your licence we would support you to quickly gain it.

If you have enthusiasm and skills but are without qualifications, the role is available at level 2 and we will support you in gaining some qualifications. You could then progress to the Level 3, Instructor Role. If you have outdoor qualifications and experience already (see Person Spec) then it is available as a Level 3, Instructor Role. The role will suit someone coming from the Outdoor Pursuits Industry or a DoE Lead but would also be ideal for someone with a military background.

In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue but we are also passionate about staff development, and providing the platform for individuals to become outstanding in their roles.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

If you have any questions about the post, please contact me on [dan.wixey@cirencester.ac.uk](mailto:dan.wixey@cirencester.ac.uk)

Dan Wixey

Head of Faculty  
Faculty of Human Behaviour