

Job Description

Job Title:	Tutor
Salary Grade:	Grade 6
Job Family:	Learning and Development
Job Profile:	LD 7
Directorate:	People Services
Purpose:	To assess needs and develop individuals or groups; to review the effectiveness of programmes and activities.
Job Location:	Derwent Hill Outdoor Education and Training Centre, Portinscale, Keswick, Cumbria
Directorate:	Children's Services
Responsible to:	Operations Manager
Purpose of Job:	To deliver safe and high quality outdoor education at Derwent Hill

Principal responsibilities:

- To act as group tutor/facilitator for groups of children, young people and adults, and to take the role of course director where appropriate.

Main duties:

- Deliver safe, relevant and effective programmes as group tutor.

- Act as course director, taking overall responsibility for programme preparation and delivery.
- Act as a technical co-ordinator and facilitator on development training courses.
- Undertake a specific responsibility area, which may involve the maintenance, stocktaking, ordering and organisation of equipment, and acting as technical adviser in areas of expertise.
- Undertake other reasonable duties as may be required by the Centre Director.
- Undertake training and professional development as required.
- Contribute to Derwent Hill's welcoming and supportive ethos, working flexibly when necessary to support colleagues.

The post holder must promote and safeguard the welfare of the children and young People that they are responsible for, or come in contact with.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The post holder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

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Date: October 2016