

# JOB DESCRIPTION

**Job Title:** Adventurous Training Assistant  
**Grade:** 6  
**Reporting to:** Adventurous Training Lead  
**Contract:** Full-time, 37 hours / Annualised, 52 weeks per year

## Purpose and Impact

The Adventurous Training Assistant will be responsible for the support, development and delivery of the Gryphon School's Adventurous Training (AT) Programme. The programme includes Duke of Edinburgh's Award, The Ten Tors Challenge, Lowland Expedition Leaders, Rotary Young Leaders' Award and other outdoor activities.

- Promote participation in the Adventurous Training Programme, particularly among key groups and demonstrate a real passion for adventurous outdoor activities.
- Support the setup, authorisation, and management of AT groups.
- Deliver high-quality programmes and training for participants.
- Ensure compliance with the policies and procedures of the organisation.

## Key Responsibilities and Duties

Duties to include but not limited to:

- To assist with the delivery of the Adventurous Training Programme to include expeditions and events, ensuring that the correct procedures and health and safety measures are implemented.
- Maintain the AT equipment and manage the equipment stores.
- Manage the AT Department's Social Media presence.
- Maintain up-to-date records of participant numbers, awards achieved, and any arising issues.
- Assist the AT Manager with complaints and queries.
- Celebrate participant achievements regularly.
- Support expedition teams with planning and training.
- Encourage and assist students in using eDofE to upload evidence.
- Contribute to the annual development plan and promote AT within the local community.
- Handle routine decisions related to training outcomes, expedition planning, and equipment needs.
- Provide support within the Gateway Alternative Provision – to run P.E. and AT sessions and to help engage students with a range of P.E. and AT activities. This will include working with small groups of students.
- Be flexible to support P.E. lessons (as directed by a Teacher), as and when required.
- Assist primary schools within the Trust, supporting and leading P.E. sessions (as directed by a Teacher), as and when required.
- Support and run lunch time activities and small group team building sessions to help build positive relationships and engagement with KS3 students.
- Liaise with DHOYs to promote AT with FSM students to increase participation.
- To be committed to the safeguarding of children and young people in accordance with the Trust's safeguarding and child protection policy

**NB:** The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.

## Supervision and Management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

## Working Environment

- The role requires working out of doors, in all (sometimes unpredictable) weather conditions. The work requires moderate to high levels of physical effort. It involves lifting and handling of equipment

- and other resources required for events and expeditions.
- You are required to be a role model for the staff and students you work with, adhering to the Health & Safety procedures.

## **Contacts and Relationships**

Regular communication with staff, volunteers, parents, students, national and local authorities and other external contacts as required. Ensure communication is professional and appropriate.

## **Work Demands**

There will be an expectation to work across holiday periods, working flexibly as required. Some long hours days/weekends will need to be worked during events and expeditions (with rest days as necessary to compensate)

## **Equality and Diversity**

SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

## **Safeguarding Responsibilities for this post**

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## **Knowledge, Skills and Experience**

### **Essential Criteria:**

- A Level / Level 3 qualifications (or equivalent).
- GCSE Maths and English - Grade C/4 or above.
- Previous experience in coaching or leading groups.
- Knowledge of the DofE awards and outdoor activities.
- Good verbal and written communication skills to exchange information with a range of audiences (e.g. staff, volunteers, pupils and others)
- Strong organisational skills with the ability to prioritise tasks as necessary.
- Good IT skills including proficient in the use of Microsoft Office products
- Ability to work as part of a team and under pressure.
- Flexibility to work evenings and weekends as required.

### **Desirable Criteria:**

- NVQ 2 or equivalent qualification in Sports, Coaching, or Outdoor Leadership.
- Hill and Moorland or Mountain Leader Qualification.
- Mountain Bike Leader Qualification.
- Outdoor First Aid Qualification.
- IT qualification.
- Valid driving licence.