

We are looking for confident, reliable, professional instructors to join our team of Outdoor Educators delivering our award-winning learning programmes. Based at our Auchincruive site in Ayr, you will be joining an established and growing business with great potential for the right candidate.

Please note this is a bank (relief) staff position.

**Job Description**

Title: Outdoor Instructor

Pay range: £12.10 p/h, plus statutory holiday pay starting rate

Reporting to: Directors of Little Acorns

Employment status: Worker

Hours: As a casual worker on a bank system, you may be offered shifts to support some of the following sessions stated below, as needed by Little Acorns. Employment is on a casual basis and you will be contacted directly by the Directors if and when work is available, sometimes at short notice. Please note that we are unable to guarantee hours of work, which may be for a few hours, a whole day, a few days or a week at a time by mutual consent. We reserve the right not to provide you with work and you are under no obligation to accept work. Consequently, you will not have continuity of employment between engagements.

You are free to work for other organisations whilst working for us but you must ensure that you do not work more than the statutory maximum (as laid down by the Working Time Directive):

• Mighty Oaks sessions: Saturdays during term time 10am-12pm

• Schools programme: 9am-3pm on occasional days during term time

• Holiday clubs: 9am-3pm on occasional days during school holidays

• Family Festivals: 1.30-4pm Sundays, approx. quarterly

• Outdoor birthday parties : Mainly weekends

• Other events / shifts such as local festivals and events

• Adventure Workshops including bushcraft, axe throwing, archery, mountain biking, orienteering

You will receive further induction training and will be required to
undertake full vetting procedures in line with our Child Protection policies.

**Little Acorns is an evolving social enterprise. There is great potential for career progression with this role, potentially to full time hours permanent contract dependent on the success of the business.**

**Closing Date: Monday 6th May**

**Interview Date: Friday 10th May**

**Job role**

Little Acorns delivers outdoor learning programmes for schools as well as our own in-house sessions and this post will require you to be one of the outdoor instructors delivering these sessions where required. The post of Outdoor Instructor also comprises assisting with other sessions at Little Acorns, including Mighty Oaks sessions for 6-12 year olds on Saturday mornings and Sunday mornings and Holiday Clubs from 6-12 year olds. There may also be shifts available to support our Family Festivals sessions. The aims of the sessions are to increase children’s confidence, engagement with nature and the outdoors, social and emotional development, and physical knowledge and skills.

**Job Tasks and responsibilities**

1. Deliver quality outdoor learning, childcare provision in the outdoors.
2. To act as the lead instructor for our outdoor school’s programme where required- providing nature based and holistic learning experiences for school children
3. Promote a happy, caring and welcoming atmosphere for children, parents, staff, volunteers and visitors.
4. To engage and inspire children through connection with nature
5. To take time to read over the session plans and prepare yourself fully before delivery.
6. Implement and adhere to all Little Acorns policies and procedures.
7. Work in partnership with parents, staff and other professionals.
8. To demonstrate commitment to the Little Acorns ethos, vision, values and work practices.
9. Provide effective and regular feedback to parents.
10. Share your knowledge, ideas and enthusiasm with the team of staff in developing the service.
11. To supervise and support clients with varying needs while delivering sessions.
12. Support free play opportunities.
13. When appropriate, plan quality activities and sessions in line with the Curriculum for Excellence, with the support of your manager ensuring that the children’s developmental needs are considered at all times.
14. Contribute to the on-going development of Little Acorns work including the development of the outdoor site, and continue to develop the ethos of outdoor learning in all the work of the Little Acorns Team.
15. Represent the organisation at external meetings and events when delegated to do so
16. Carry out care, maintenance and security of the site and equipment when required.
17. On occasions, to participate in training and other learning activities/meetings as required.
18. Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement
19. Within reason to be able to respond to requests to work at Little Acorns, sometimes at short notice.
20. To administer basic first aid as the need arises
21. Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child
22. To observe confidentiality at all times
23. To undertake all duties reasonably requested by the Directors.

Special Demands

 24. Lifting and moving equipment required to conduct sessions in line with our health and safety policy

 25. Working in outdoor conditions for long periods of time, in all weathers

 26. Using tools, fire and outdoor food preparation; supporting children and adult learners to do so.

The above list is intended to give an indication of the range of duties for the role, taking into account this is a casual position. Other tasks and responsibilities appropriate to the remit will be expected as required.

**Person Specification**

 Essential:

- Forest School Training (Level 3 FS preferred), Woodland Activity Leader or equivalent experience or training.

- Relevant teaching experience / experience of working with young people

- Current First Aid certificate. Outdoor, Pediatric or other relevant specialty (or willingness to attend First Aid Course at own expense before employment commences)

- Excellent professional, confident and clear communication skills with children and adults

- An enthusiasm for and knowledge of the outdoors

- An understanding of and demonstrable passion for the benefits and aims of nature-based and holistic learning.

- A strong team working ethos and ability to work collaboratively with staff and volunteers

- Punctual and organised

- Able to meet the physical demands of the role and willing to work in all weather conditions.

- An awareness of Health, Hygiene and Safety in the workplace

- A flexible and proactive work ethic and a positive attitude

- Driving license or ability to arrive at work independently and reliably

Desirable:

- Knowledge of child development

- A knowledge or interest and willingness to learn more about Waldorf Steiner education philosophy and holistic learning methods.

- A relevant childcare qualification

- Bushcraft skills

- Experience and qualifications in delivering adventure sports such as bike riding, axe throwing, mountaineering, archery.

- Experience and Interest in permaculture and its application to children

- Ability to play a musical instrument or vocal singing

- Level 2 Food Hygiene Certificate

- Experience working in a school setting

- Experience of working with special educational needs

- Experience and interest in story telling

- Experience of campfire cooking

- Knowledge and experience of using social media platforms for marketing purposes

Please note that if you are successful at interview we will ask that you visit for a short 'trial' session for both parties to assess if Little Acorns is right for you. You will receive further induction training as this post will involve working with children/vulnerable adults, your appointment is subject to you receiving satisfactory PVG clearance

**Key Relationships**

Internal:

Managing Directors, Outdoor Practitioners, Instructors and land owners

External:

Children and their families, childcare professionals

**Closing Date: Monday 6th May**

**Interview Date: Friday 10th May**

**Completed application forms to be sent via email to:**

**hello@little-acorns.org**

INTERNAL USE ONLY 

Applicant reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Application Form

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post: |  | Ref: |  | Closing Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s): |  | Surname: |  |
| Address: |  |  |  |
|  |
|  | Post Code: |  |
| Home Telephone Number: |  | Work/Mobile:  |  |
| Can we ring you at work? YES/NO | E-mail Address: |  |
|  |  |

Please give the names and full addresses of two people who can verify or confirm your employment record. Both must be from either your line manager or the HR department at your current / last employer. Please do not use relatives, partners or friends as referees.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  Name: |  |
| Position: |  |  Position: |  |
| Relationship: |  |  Relationship: |  |
| Address: |  |  Address: |  |
|  |  |  |
|   |  |  |  |
| Tel: |  |  Tel: |  |

YES/NO YES/NO

Please indicate whether your referees can be approached now. References are normally sought after interview.

|  |
| --- |
|  |

Only complete this section if the job description indicates that the post is exempt from the provisions of the Rehabilitation Act 1974.

Do you currently hold a PVG Certificate?: YES / NO

If yes, certificate number:\_\_\_

Have you ever been convicted, cautioned or reprimanded for a criminal offence? YES/NO

If YES, please give details and date(s) in the space provided below:

|  |
| --- |
|  |
| Do you need a work permit to work in the UK? YES/NO National Insurance Number:  |  |
|  |

Recruitment Monitoring Form – confidential

Equality and Diversity

We are committed to Equality and Diversity in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favorable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, disability, nationality or sexual orientation. Please help us to achieve our main aim by completing the following questions:

Position applied for:

|  |
| --- |
| Outdoor Instructor (Little Acorns) |
| Name: surname and forename(s) in full:  |  |
| Date of Birth:  |  | Age:  |  |  |
| If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below: |
|  |
|  |

Gender:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Male |  |  Female: |  |  |
|  |

Disability:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? Yes |  |  No |  |  |
| Do you have any medical issues which may affect your ability to work with children?Yes NoIf yes, please give details:Are you currently taking any medication which may affect your ability to work with children?Yes NoIf yes, please give details: |  |
| Safeguarding |
| Are you or anyone else who lives in your household disqualified from working with children or vulnerable adults? |
| Yes / NoYes, please give details: |

I would describe my race or ethnic origin as (please tick appropriate box):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| White |  | Black |  | Asian |  |  |
| White British |  | Black British  |  | Bangladeshi |  |  |
| White Irish |  | Black African |  | Pakistani |  |  |
|  White Other |  | Black Caribbean |  | Indian |  |  |
|  |  | Black Other |  | Asian Other |  |  |
|  |  |  |  |  |  |  |
| Chinese |  | Mixed |  | Other please state: |  |  |
| Chinese |  | White & Black Caribbean |  |  |  |  |
| Chinese Other |  | White & Black African |  |  |  |  |
|  |  | White & Black Asian |  |  |  |  |
|  |  |  |  |  |  |  |
| How did you find out about this vacancy?(please give the name of the newspaper/journal/website) | Website |
| I consent to Little Acorns holding the data in the recruitment monitoring section of this form.  |
| Signature of applicant: |  |   Date:  |  |
|  |
| INTERNAL USE ONLYApplicant Reference Number: |  |  |

Qualifications Achieved (start with most recent):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary Schools,Colleges, Universities | From: | To: | Brief Details of Courses/qualifications undertaken: | Grade: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Study currently being undertaken:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary SchoolsColleges, Universities | From: | To: | Brief Details of Courses: | Grade: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Professional or other qualifications, apprenticeships, memberships of professional organisations:

|  |
| --- |
|  |
|  |
|  |

Other training you have received which you consider relevant:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Do you have a driving licence? YES/NO

Do you have reasonable access to public transport? YES/NO

Do you have access to a vehicle? YES/NO

Do you hold a current Paediatric First Aid certificate? YES / NO

If Yes, please give expiry date:

|  |
| --- |
|  |

Employment:

|  |  |
| --- | --- |
| Current/most recent employer:  |  |
| Address:  |  |
|  |
|  | Post Code:  |  |
| Date Started: |  | Until:  |  | Notice required: |  |
| Job Title:  |  | Basic salary per annum: |  |
| Brief Description of Duties: |  |
|  |
|  |
| Reason for leaving: |  |
|  |

Other employment/career history starting with most recent:

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: | To: | Employer:Name and Address: | Post: | Reason for Leaving: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please give details of other interests, including involvement in voluntary organisations which you consider relevant:

|  |
| --- |
|   |
|  |
|  |
|  |

Experience/Relevant Skills

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criteria detailed on the person specification and provide examples of how you meet these. If the post you have applied for includes Essential Competencies on the job description, you will need to demonstrate how you meet the criterion for these competencies.

If you need to continue beyond these pages of the form please use A4 size white paper.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Do you have any relationship (i.e. family, friends) with anyone currently working for Little Acorns? Yes / No

If yes, please provide details below:

|  |
| --- |
|  |
|  |

Declaration

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that Little Acorns Early Years CIC may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with Little Acorns.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date:  |  |