# **Sports and Outdoor Education Family**

A job family is a method of defining jobs. The emphasis is on focusing on a group of similar roles rather than individual jobs. A job family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next. It can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

This document describes the Sports and Outdoor Education Job Family within Derbyshire County Council. Each level in this job family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each level and where individual roles fit against each level.

Each level describes expectations, if required, relating to: people management, equality and diversity, health and safety and risk management.

#### The family's key characteristics are:

- Achievement of educational and developmental outcomes
- Delivering the highest standards of customer service
- Ensuring compliance with safety and quality standards
- Safeguarding, protection and care of young people
- Promoting social inclusion, supporting and assisting the wellbeing of young people and their families/carers

The levels of work are primarily dictated by the scale, breadth and complexity of the area or services being managed or extent of technical expertise required to deliver responsibilities.



# Members of the family include:

- Assistant Head of Service
- Centre Managers
- Team Managers
- School Swimming Manager
- Programme Leaders
- Instructing Staff



Code: SOE14

Grade: 14

#### Level Purpose:

To lead, develop, implement and manage service delivery across the service, supporting strategic development of services pursuing both educational and financial objectives.

## Overall:

Jobholders at this level are manager, leading the provision of services. This may include delivering a specialist service, typically leading the development and implementation of strategies, policies and plans. Substantial experience within project management, budget management, and policy development are essential to be effective in service focussed business environment.

Typically, the roles will work closely with internal and external stakeholders, often in complex and political environments. Requiring a highly developed set of collaboration, negotiation and influencing skills.

As these roles tend to provide specialist advice and guidance to stakeholders, a relevant professional qualification and extensive knowledge in the area of the specialism is required.

## **People Management**

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

## **Equality & Diversity**

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

# Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

Manage risk in relation to service delivery and contribute to the corporate risk management framework.



# Job Family: Sports and Outdoor Education Code: SOE14 Grade: 14

#### **Representative Accountabilities & Responsibilities:**

- Create and maintain a highly competent and participative work environment through visible leadership, promotion of professional standards, and the development of outcome-focussed teams that understand their contribution to the service and wider success of the authority.
- Lead the preparation, development, implementation and monitoring of service strategies, policies and plans for the service.
- Maintain an overview of the operational management of designated centres/teams within the service.
- Initiate, develop, recommend and implement best practice working across the service in line with changes in legislation, current initiatives and/or business needs.
- Lead on the management of activity safety to ensure performance standards, targets and statutory requirements are met.
- Lead on the maintenance of quality certification and activity delivery licences across the service.
- Significant contribution to budget management and/or manage a significant budget.
- Acting as the County Councils Advisor on Outdoor Education. Be the expert and reference point, have a good understanding of the implications of emerging developments.
- Act as emergency/out of hours contact for the service.



Job Family: Sports and Outdoor Education Code: SOE14

Grade: 14

### Typical Knowledge, Skills & Experience:

- Professional qualification to at least degree level with experience of working at a managerial level within Education, Sports or Recreation within a local government or educational environment
- 4 National Governing Body Outdoor or Sporting qualifications at least two of these as core activities i.e. Climbing, hillwalking (MIA or MIC), Cave (Leader Level 2), Canoe/Kayak (Coach Level 4) (including a first aid certificate)
- Considerable experience of working in an educational or residential setting
- Specialist knowledge of Health and Safety Regulations
- Ability to manage large scale/long term projects and change programmes
- Ability to plan and manage budgets, generate income and cost savings
- Ability to monitor and evaluate quality delivery, activity licences and effective quality assurance
- Maintain an in-depth knowledge of the National Curriculum and in particular PE curriculum and current national initiatives
- Understanding the role and its relationship with other departments and external bodies



Code: SOE12

Grade: 12

#### Level Purpose:

To manage allocated Residential Education Centre within the Service.

#### **Overall:**

Jobholders at this level are professionally qualified with considerable operational experience and insight. Creating a customer focussed culture which enables both the educational, financial and commercial objectives of the Service to be achieved.

Jobholders manage a number of staff groups, and have accountability for the maintenance and security of allocated buildings and grounds.

Jobholders contribute to formulating policies and strategies. Planning is a key component, with responsibility for developing and monitoring own service area plan while contributing to other plans within the Service.

#### **People Management**

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

## **Equality and Diversity**

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

## **Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

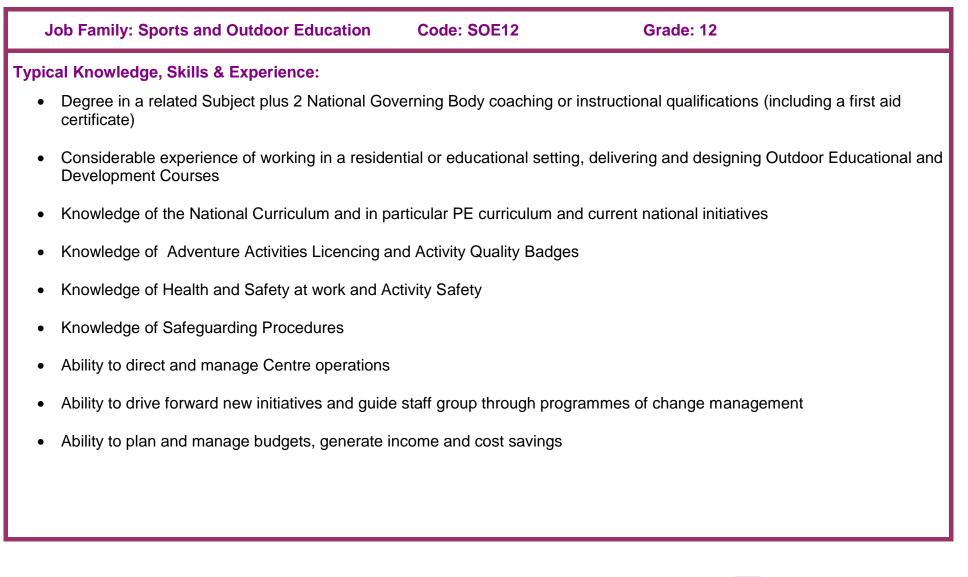


# Job Family: Sports and Outdoor EducationCode: SOE12Grade: 12

#### **Representative Accountabilities & Responsibilities:**

- Deliver a full programme of courses, both on site and off-site/peripatetic as required. Planning over the long term to ensure courses meet the required educational outcomes and/or client expectations.
- Ensure compliance with Centre Procedures and Health and Safety Regulations through the effective management of resources.
- Motivate and manage all staff groups within the Centre. Oversee recruitment and induction, learning and development, and
  performance management processes. Be responsible for resource planning to ensure the Centre has the appropriate
  staffing levels and skills sets to meet Service needs. Manage and maintain centre management cover and on call
  procedures.
- Manage the Housekeeping and Catering Services of the Centre, providing residential accommodation to visiting teachers, students and commercial clients to ensure a high quality customer focused provision.
- Manage the Annual Maintenance Plan for the Centre and Grounds, working with the Head/Assistant Head of Service to oversee any major works.
- Responsible for meeting set income generation targets as well as the financial management of the Centre Budget, including course delivery, staffing costs, catering and site services.
- Take a key role in developmental projects e.g. generating income through bid applications and/or commercial ventures, reviewing customer feedback to understand how to improve services, introducing new services to the centre.







Code: SOE11

Grade: 11

#### Level Purpose:

Leading on the development of a team/traded service programme, ensuring the educational needs of Young People and Families are met and the highest quality standards are achieved.

#### **Overall:**

Jobs at this level are responsible for managing the operational requirements of their allocated service area. This requires in-depth knowledge of the relevant service delivery practices, procedures and regulations.

There is a budgetary and people management responsibility, with a requirement to help to develop, implement and monitor service plans and strategies. Working collaboratively with partners is critical to bring about change and ensure excellent customer care standards are maintained.

#### **People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

# Equality and Diversity

Actively support the authority's Equality and Diversity policy.

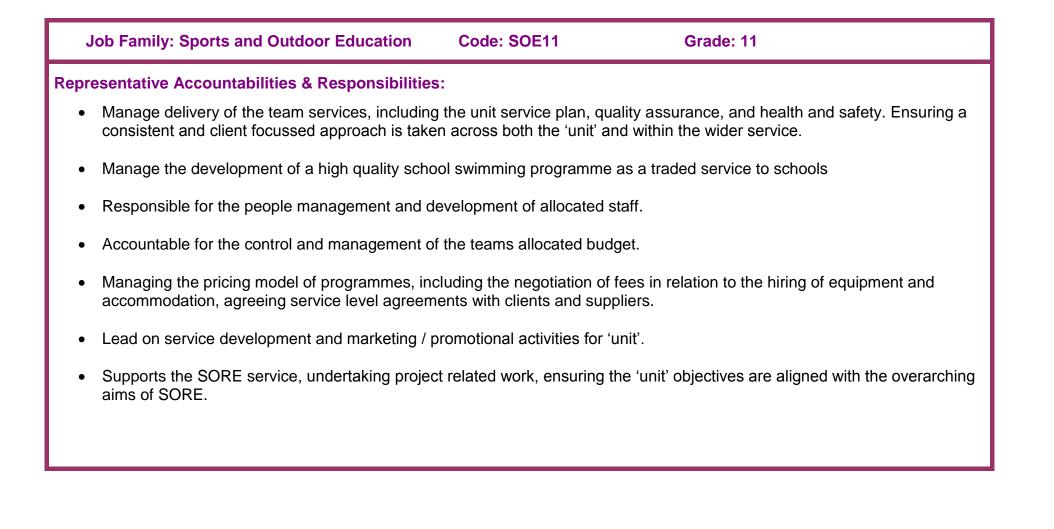
#### Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.







Job Family: Sports and Outdoor Education	Code: SOE11
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Grade: 11

#### Typical Knowledge, Skills & Experience:

- Hold a minimum of 2 National Governing Body Qualifications including the core areas of Hill Walking/Remote Activities (ML), Rock Climbing (SPSA), canoeing and/or caving
- School Swimming Manager Degree level in related subject or equivalent
- Significant post qualification successful teaching or advisory/management experience with a focus on swimming
- Professional youth work, HE, teaching or social work qualification
- Knowledge of operation in specialist area of delivery i.e. Duke of Edinburgh's Award, adventure activities or provision of swimming programme
- Considerable experience of providing sports programmes or outdoor instruction within an educational or local authority environment
- Working with Young People
- Experience of programme design and delivery, service plans and business cases
- People Management
- Budget Management
- Learning Outside the classroom framework and the National Curriculum
- Child Protection and safeguarding Procedures
- Health and Safety Regulations



Code: SOE10

Grade: 10

#### Level Purpose:

To design and deliver programmes of outdoor education for young people and bespoke recreational/developmental courses for commercial clients.

### **Overall:**

Roles at this level have extensive practical experience and manage the day-to-day activities of the instructing staff; they work in a number of settings, and with a range of service users and clients with a broad spectrum of needs and expectations.

Thinking within mostly well-defined routines and somewhat diversified procedures, most problems are similar situations requiring solution by choice of learned or experienced knowledge, though some may require analysis to identify an alternative solution.

## **People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

**Equality and Diversity** Actively support the authority's Equality and Diversity policy.

Health and Safety Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

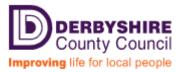
Identify opportunities and risks associated with the service and escalate/report to management.



# Job Family: Sports and Outdoor Education Code: SOE10 Grade: 10

#### **Representative Accountabilities & Responsibilities:**

- Design and deliver a range of programmes to meet the educational and developmental needs of young people and families
- Design and deliver courses which meet the objectives of visiting client groups
- Manage a core team of Instructors and Relief Instructors
- Responsible for compliance with all governing body and outdoor activity standards, Health and Safety, and Service Quality Standards in both the design and delivery of programmes and courses
- Accountable for the management of allocated projects, resource areas, programme or budgets
- Support Marketing, promotions or project work within the wider service



Code: SOE10	Grade: 10	
<ul> <li>Professional Qualifications in teaching, youth work or social work plus 2 National Governing Body coaching qualifications</li> </ul>		
Considerable experience of providing instruction of outdoor sports and recreational courses		
<ul> <li>Ability to design and deliver Outdoor Educational and Development courses, ensuring compliance with Activity Safety and Health and Safety Regulations</li> </ul>		
eople		
allocated instructing staff		
Knowledge of the National Curriculum and current issues within outdoor education		
ding procedures		
	tion of outdoor sports and i onal and Development cou eople o allocated instructing staff	



Code: SOE08

Grade: 08

Level Purpose:

To deliver a range educational and developmental courses and programmes to families, young people and commercial clients

#### **Overall:**

Role holders at this level have practical knowledge of the procedural framework, the needs of young people, and educational outcomes. They manage course delivery with a high level of interaction, meeting a broad spectrum of needs/expectations, requiring tact, sensitivity and influence.

Role holders are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of their particular specialism.

Maintaining excellent customer care standards for young people and/or commercial clients is a key focus.

#### **People Management**

Instruct and guide colleagues in the distribution and conduct of work in the team.

#### **Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

#### Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

Contribute to risk awareness in carrying out your duties and raise issues where appropriate.



Job Family: Sports and Outdoor Education	Code: SOE08	Grade: 08
Representative Accountabilities & Responsibilities	:	
Deliver educational and developmental courses as directed by the Programme Leader.		
<ul> <li>Responsible for leading and co-ordinating with visiting staff and clients. As well as, assisting with relevant course preparation and administration.</li> </ul>		
<ul> <li>Responsible for ensuring that activities meet the Body and industry standards.</li> </ul>	e required quality leve	I, Health and Safety, as well as all National Governing
Support programme leader in planning and prep	paring for the course.	
<ul> <li>Working independently, as well as with other col service.</li> </ul>	lleagues as required t	to ensure quality of delivery and high levels of customer



### Typical Knowledge, Skills & Experience:

2 National Governing Body qualifications in sports, outdoor activity, or outdoor education (1 being in the core area of Hillwalking, canoeing, climbing, or caving)

- Working with families Young People in a variety of settings
- Leading and or instructing in a sports or outdoor environment
- Numeracy and Literacy Skills
- Awareness of Child Protection and Safeguarding issues
- Awareness of Adventure Activity Licencing



Code: SOE07

Grade: 07

#### Level Purpose:

To deliver educational and developmental courses to families, young people and commercial clients or organise and deliver swimming instruction to primary school children in line with either National, School Curriculum or the Derbyshire Swimming Scheme.

## **Overall:**

Role holders at this level will either independently deliver courses within their own specialism, or support more senior instructing staff to deliver courses of more complexity or off-site where there is a need to increase the instructing resources.

Typically decision making will be within procedural or best practice guidelines, requiring independent analysis and use of judgement. There is constant interaction with others, requiring persuasiveness or assertiveness skills. Vocational qualifications and relevant experience is required.

## **People Management**

Allocate routine or basic work to team colleagues and co-ordinate the work tasks, under instruction.

## **Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

# Health and Safety

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

## **Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.



Job Family: Sports and Outdoor Education    Code: SOE07    Grade: 07		
<ul> <li>Representative Accountabilities &amp; Responsibilities:</li> <li>Deliver educational and developmental courses as directed by the Programme Leader.</li> </ul>		
<ul> <li>Responsible for leading and co-ordinating with visiting staff and clients, as well as assisting with relevant course preparation and administration.</li> </ul>		
<ul> <li>Responsible for ensuring that activities meet the required quality level, Health and Safety, as well as all National Governing Body, school curriculum and industry standards.</li> </ul>		
<ul> <li>Support programme leader in planning and preparing for the course.</li> </ul>		
<ul> <li>Working under supervision and guidance, to ensure quality of delivery and high levels of customer service.</li> </ul>		
Assess and record attainment of pupils and liaise with school teachers		



## Typical Knowledge, Skills & Experience:

- One National Governing Body qualification in sports, outdoor activity, or outdoor education
- Amateur Swimming Association (ASA) Level 2 or equivalent
- Working with families Young People in a variety of settings
- Leading and or instructing in a sports or outdoor environment
- Numeracy and Literacy Skills
- Awareness of Child Protection and Safeguarding issues
- Awareness of Adventure Activity Licencing
- Awareness of Normal Operating Procedures for specific pool environment, health and safety and emergency procedures.

