

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

Job Family: Sports and Outdoor Education

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.

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

Job Family: Sports and Outdoor Education

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.

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.

Job Family: Sports and Outdoor Education

Code: SOE12

Grade: 12

Typical Knowledge, Skills & Experience:

- Degree in a related Subject plus 2 National Governing Body coaching or instructional qualifications (including a first aid certificate)
- Considerable experience of working in a residential or educational setting, delivering and designing Outdoor Educational and Development Courses
- Knowledge of the National Curriculum and in particular PE curriculum and current national initiatives
- Knowledge of Adventure Activities Licencing and Activity Quality Badges
- Knowledge of Health and Safety at work and Activity Safety
- Knowledge of Safeguarding Procedures
- Ability to direct and manage Centre operations
- Ability to drive forward new initiatives and guide staff group through programmes of change management
- Ability to plan and manage budgets, generate income and cost savings

Job Family: Sports and Outdoor Education

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

Grade: 11

Representative Accountabilities & Responsibilities:

- Manage delivery of the team services, including the unit service plan, quality assurance, and health and safety. Ensuring a consistent and client focussed approach is taken across both the 'unit' and within the wider service.
- Manage the development of a high quality school swimming programme as a traded service to schools
- Responsible for the people management and development of allocated staff.
- Accountable for the control and management of the teams allocated budget.
- Managing the pricing model of programmes, including the negotiation of fees in relation to the hiring of equipment and accommodation, agreeing service level agreements with clients and suppliers.
- Lead on service development and marketing / promotional activities for 'unit'.
- Supports the SORE service, undertaking project related work, ensuring the 'unit' objectives are aligned with the overarching aims of SORE.

Job Family: Sports and Outdoor Education

Code: SOE11

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

Job Family: Sports and Outdoor Education

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

Job Family: Sports and Outdoor Education

Code: SOE10

Grade: 10

Typical Knowledge, Skills & Experience:

- Professional Qualifications in teaching, youth work or social work plus 2 National Governing Body coaching qualifications
- Considerable experience of providing instruction of outdoor sports and recreational courses
- Ability to design and deliver Outdoor Educational and Development courses, ensuring compliance with Activity Safety and Health and Safety Regulations
- Ability to engage with Working with Young People
- Ability to give instruction, assess and develop allocated instructing staff
- Budget Management skills
- Knowledge of the National Curriculum and current issues within outdoor education
- Knowledge of Child Protection and Safeguarding procedures
- Customer Care and service

Job Family: Sports and Outdoor Education

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.
- Responsible for leading and co-ordinating with visiting staff and clients. As well as, assisting with relevant course preparation and administration.
- Responsible for ensuring that activities meet the required quality level, Health and Safety, as well as all National Governing Body and industry standards.
- Support programme leader in planning and preparing for the course.
- Working independently, as well as with other colleagues as required to ensure quality of delivery and high levels of customer service.

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

Job Family: Sports and Outdoor Education

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

Representative Accountabilities & Responsibilities:

- Deliver educational and developmental courses as directed by the Programme Leader.
- Responsible for leading and co-ordinating with visiting staff and clients, as well as assisting with relevant course preparation and administration.
- 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.
- Support programme leader in planning and preparing for the course.
- Working under supervision and guidance, to ensure quality of delivery and high levels of customer service.
- 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.