

Job Description and Person Specification	
Job Title:	Activity Instructor
Reporting to:	Chief Instructor and Senior training instructors
Salary	National Minimum Wage (B6)
Dates	March -November 2024
Safeguarding	UKSA is committed to Safeguarding children and adults and actively seeks to create a safe and welcoming environment. Doing nothing is not an option.
Key Purpose:	
<p>The duties and responsibilities will include, but are not limited to:</p> <ul style="list-style-type: none"> • Deliver fun and energetic evening activity and entertainment to school groups in the evening under the guidance of our chief instructor and senior training instructors. • To instruct to a high standard a variety of activities in the daytime ashore and afloat. • To create and deliver quality session plans with the support for your senior team. • Set up & pack down all delivery equipment ensuring its left clean tidy and looking professional and report & log and equipment faults • Work with children and young people and provide responsible and safe supervision of children. • look after our residential students overnight in a "sleep in" service. (over 18s only) • To support the chief instructor and Senior Training instructors with any other tasks required 	
<p>Health & Safety</p> <ul style="list-style-type: none"> • Under the direction of the chief instructor and senior training instructors, ensure the safety and welfare of you, other employees, students and other personal at UKSA under the guidance of our health and safety procedures and policies. • Manage your own health and wellbeing to ensure you perform your assigned duties in a safe and professional manner. 	
<p>Safeguarding</p> <ul style="list-style-type: none"> • With the support of your chief instructor and the senior training instructor look after the wellbeing and safety of all children and adults to insure a safe environment at UKSA. • Follow our safeguarding policy and procedures. • Raise or talk with any of our designated safeguarding leads if you have any queries or concerns. 	
<p>Individual Performance and Development</p> <ul style="list-style-type: none"> • Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA • Take responsibility for your own performance and development by preparing for and taking part in PULSE meetings and reviews with your senior training instructors. • take onboard feedback delivered in debriefs, 1:1 Meetings and observations by your senior training instructors.. 	
General	

<ul style="list-style-type: none"> • Comply with and promote UKSA equality and diversity, data protection policies and procedures. • Helping to maintain a clean working centre including classrooms as well as the entire fleet • Attending UKSA open days when required. • Help in other areas of UKSA such as House keeping or kitchen when required.
<p>This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business. The role of the watersports instructor may be reviewed and updated, you will be notified and trained in accordance with any changes.</p>

Person Specification		
	Essential	Desirable
Knowledge:	Understanding the importance of Safeguarding and Health and Safety	<ul style="list-style-type: none"> ○ Completion or part completion of an outdoor activity leadership qualification (for example a BTEC in Sport) ○ Silver or Gold DofE completion candidates ○
Qualifications:	<ul style="list-style-type: none"> ○ Current DBS check certificate 	<ul style="list-style-type: none"> ○ Full UK/EU driving licence held for no less than 12 months ○ First Aid qualification (in date)
Experience:	<ul style="list-style-type: none"> ○ Experience in a childcare setting (children aged 6 years plus) ○ Experience in a sports/activity leadership setting 	<ul style="list-style-type: none"> ○ Scout leader ○ Dance teacher ○ Circus skills performer ○ Tour / school residential leader ○ Experience in team building games & other land based activities such as orienteering, soft archery etc. ○ Some on/off water delivery experience ○ Customer facing experience ○ Entertainment industry experience
Skills:	<ul style="list-style-type: none"> ○ Outgoing and fun ○ Aptitude to develop / and desire to train to gain on water instructional qualifications ○ Ability to communicate well (written and verbal) ○ Ability to motivate young people ○ Good team player ○ Safety conscious 	