



West Coast (Outward Bound Trust Adventure Centre) Staff

Reports to: Head of Department (Adventure Centre)

Role Context:

The Gordonstoun International Summer School (GISS) was founded in 1976 and is widely recognised as offering one of the world's most prestigious summer programmes. 300 boys and girls, aged 8-16 and from over 40 countries attend GISS each year.

Job Purpose: The GISS OBT staff will be resident at Outward Bound Trust (OBT), Fort William for the duration of the Gordonstoun International Summer School's expedition phase. All senior students (ages 11-16) will pass through OBT, with groups rotating every three/four days. Both the OBT and GISS staff are accountable for the welfare of the students for defined periods of the day. OBT instructors are responsible for the security and safety of the groups whilst on activities, and when using centre transport. Outwith activity sessions and for any non-participating students, GISS staff will be responsible.

On a normal day student are under the responsibility of OBT Staff as follows:

- 09:30 – 17:00 (or until return to OBT if after 17:00)
- 18:30 – 21:00 (or until return to OBT if after 21:00)

However, some students may not go out for the day because of, for example, ill health, or may need to come back part way through the day, so a GISS staff need to be available to support at all times 24/7.

Role Details:

The GISS staff at OBT will support the Head of Department to create a friendly, happy atmosphere and give the students support and encouragement to fully embrace the varied programme of activities, allowing them to learn by challenging themselves and supporting others through collaboration and teamwork.

Key tasks include:

- Support the effective changeover of students; this includes both oversight of the operational aspects of the changeover, and also ensuring any relevant pastoral information is shared appropriately.
- As a team take responsibility for the students resident at OBT outside of OBT managed activities.
- Support the administration of petty cash and mobile phones.

- Ensure all concerns and incidents are recorded via the online wellbeing information systems to allow appropriate sharing with other pastoral staff.
- Be responsible for your own Health & Safety and that of the staff and students in your care, reporting any concerns to the Head of Department (Adventure Centre).
- Staff may participate in activities but under the management and direction of the OBT staff.

Responsibilities of all members of staff:

- Comply with Gordonstoun’s policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun’s values.
- Carry out any other task as required from time to time in order to support the school.

PERSON SPECIFICATION:

Attributes	Essential	Desirable
Education and qualifications		<ul style="list-style-type: none"> • A teaching or pastoral qualification allowing for, for example, membership of GTCS, NMC or SSSC • Recognised First Aid qualification • A full, clean driving licence
Skills and Experience	<ul style="list-style-type: none"> • Pastoral experience looking after young people in an educational/boarding/summer school environment. • High level of computer literacy • Strong and proven organisational skills 	<ul style="list-style-type: none"> • Experience working in an Outdoor Education environment or setting
Personal qualities	<ul style="list-style-type: none"> • Flexibility to adapt and inspire young people • Tolerance, understanding and kindness • Enthusiasm & ability to create a positive environment • Excellent communication skills • Ability to maintain confidentiality and be discreet. • Well organised with the ability to prioritise work to meet deadlines • Ability to work in a team, but also be proactive and use own initiative 	

	<ul style="list-style-type: none">• Ability to work flexibly and in an unpredictable (at times) environment• Articulate and confident	
Safeguarding	<p>A full PVG (protecting vulnerable groups) check will be completed on the successful candidate</p> <p>For those working outside the UK, a police check will be required from that country</p>	