

Instructor Job description

(2025)

Instructor

Working Hours:

- 40 hours working week (average)
- 29 days paid holidays (pro rata)
- 5 days course leave (pro rata)

Key responsibilities

- Plan and deliver instructional sessions appropriately, varying your approach and content so as to achieve educational, recreational or developmental aims according to the age group and aims of the course.
- Work across programmes for all four of our sectors: education, youth, recreation and L&D as appropriate to your skills and centre priorities.
- Take on and maintain areas of responsibility appropriate to your role, skills and experience.
- Maintain high standards of Health and Safety whilst retaining adventure, excitement, learning and fun.
- Be an ambassador for Bowles.
- Understand and follow the Operating Procedures and quality standards and implement these as appropriate.
- Carry out Duty Instructor (DI) duties as laid down on the information sheets on DI duties.
- Carry out ancillary duties such as safety checks, supervised swims and course arrivals as required.
- Attend meetings and training events as detailed in the monthly programme.
- Be available for emergency cover when programmed with non-contact time. A living in role will be expected to be on call for covering evening sessions. This role is shared between all living in instructors.
- Plan to make effective use of your non-contact time for maintenance, course preparation and development work in relation to your responsibilities.
- Continually develop your technical/coaching skills/facilitation skills particularly those in line with the priorities of the centre.
- Maintain your qualifications and fitness to perform your role.

Person specification

- Be an effective role model for young people
- An excellent and positive communicator
- Exhibit high standards of professionalism in all aspects of your work
- Have a commitment to high standards of customer care
- Be committed to your own development
- Have a real commitment to the full range of soft skills
- Able to vary your approach for different groups/learners and learning outcomes
- Possess NGB awards and likely to be working towards several others
- Able to develop positive working relationships with the whole wider Bowles team
- Receive excellent feedback for instructional work and work as course coordinator
- Have an understanding of and interest in Bowles' wider centre needs, aims and objectives

