



Job Title: Chief Instructor (18+)
Location: Finborough School, Stowmarket, Suffolk
Contract: Fixed-term (February – October)
Salary: £343.56 - £392.64 less optional accommodation
Hours of work: 42 – 48 per week
Department: Operations
Reporting to: Centre Manager

About Us

Xplore has been one of the largest established independent youth travel providers for over 30 years, offering a range of activity, educational and cultural packages for children and young people, throughout the UK, Europe and worldwide on a residential, daily & boarding basis.

We are very aware that a company has to ‘feel’ right when you are looking for employment. We believe we are a company with a very sociable and friendly approach.

What will you do?

The Chief Instructor will oversee and facilitate any aspect of programme delivery, whilst ensuring the highest standards throughout the Staff team.

You must:

- Uphold and loyally represent decisions and policies of the company
- Oversee the safety and well being of children, and accompanying adults, on site.
- Be customer facing and ensure that any client requests or needs are met.
- Be familiar with your responsibilities in line with the company Welfare Policy & Prevent Strategy and proactively enforce these principles while working for Xplore.
- Attend internal and external training courses organised by Xplore.
- Ensure completion of specified paperwork
- Feedback safety issues to Centre Manager as they occur
- Resolve and action safety issues as required
- Assist in the development of programmes and ensure delivery is in line with company standards, operating documents and relevant risk assessments.
- Be responsible for the on-site equipment management
- Ensure that consumable equipment is replenished and broken/damaged equipment is reported to the Centre Manager.
- Ensure an extremely high standard of personal, staff team and site image and presentation
- Have over-all responsibility for on-site session and induction training.
- Ensure that sessions are being delivered to the highest standard in line with company procedures.
- Keep accurate records of on-going observations, reviews and feedback
- Keep in conjunction with other Chief Instructors and develop a catalogue of free-time activities



- Ensure that all free-time activities are structured and delivered to a very high and safe standard.
- Report faults on machinery, activity equipment, fabric of the building and vehicles. To assist in the checking and maintaining of equipment.
- Remain approachable for all staff
- Be the point of contact for all delivery staff
- Create and promote a personal development programme for each staff member
- Organise staff meetings and coordinate input from other senior staff
- Assist any person requiring medical treatment, or seeking professional help.
- Strive for exemplary performance at all times and support the company ethos.
- Ensuring continued personal development through delivery of sessions.
- Deputise for the Centre Manager as required
- Have evidence of several industry specific NGB's
- Extensive experience of programme delivery.
- Equipment management, Training, Safeguarding and Welfare, Staff Management
- Industry based qualifications and organisations e.g. NPLQ, BCU, MLTE, GNAS, NSRA, AALA.
- Be able to demonstrate skills in People, Review and Observation, Facilitation, Leadership, Computer literate
- Adaptable, a positive role model, passionate and standards driven, friendly and enthusiastic and are willing to go 'that extra mile'
- Gain satisfactory DBS clearance.

We are looking for:

- A confident communicator
- Industry experience
- Entrepreneurial spirit
- Multi-task at a fast pace
- Attention to detail
- Flexible and adaptable approach to work

Contact: Simon Catton: HR Manager
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