

# U Sail Watersports- Chief Instructor - Full Time

## Job Description

### CHIEF INSTRUCTOR

COMPILED: Jan 2022

POST TITLE: CI U Sail

REPORTING TO: Principal

LOCATION: Centre-based as required

#### **Roles:**

The Chief Instructor is required to:

- Manage safe systems of work for staff and students
- Manage on water safety and equipment for all staff and students following RYA Guidance
- Provide daily safety / development briefing and de-briefings to all Instructors
- Allocate staff to students and equipment, create and manage the daily programme
- Allocate Lead Instructor positions and support their development
- Support Instructors with personal issues to ensure their wellbeing
- Mentor, support and Train Instructional staff as required
- Be a team player working in a small team
- Ensure Principal is aware of manning levels
- Assist the Principal in creating bespoke SOP's and all procedures comply with RYA Guidance

#### **Qualifications:**

Mandatory:

- Must be an RYA SI
- Must hold valid first aid certificate
- Minimum Start Windsurfing Instructor
- Dinghy Instructor

Preferred:

- Windsurf foiling endorsement
- Winging Instructor
- Powerboat Instructor
- VHF DSC certificate or be able to operate a VHF radio
- Other RYA Instructor qualifications

### **Responsibilities:**

- Is responsible for managing the delivery of all watersport either on water or on shore
- Is responsible for safe systems of work for:
  - All students and guests at USail
  - Instructional staff
- Is responsible for creating the daily programme:
  - Allocate staff to students
  - Equipment
  - Shore support
- Is responsible for providing safety for delivery of water and shore side courses and experiences
- Is responsible for the progression/development of USail staff in consultation with Principal
- Is managed by the USail Principal
- Responsible for setting up the Centre to meet local requirements

### **Roles:**

- Ensure USail conforms to Company protocols and safe systems at all times
- Manages:
  - Watersports Instructors
- Gives daily briefing and de-briefings
- Creates day to day programme, ensuring teaching/safety ratios are correct
- Manages staff progression/development
- Allocate and manage Lead Instructor
- Motivates and trains potential Instructors (AI's etc)
- Mentoring Instructors
- Manages holidays and staffing levels in consultation with Principal
- Is the lead and advises the Principal with compiling, updating and managing the Standard Operating Procedures (SOP)
- Manages the Accidents, Incidents and Near Miss registers and advises the Principal as required
- Ensure the Instructors are delivering safe water products according to SOP's and daily risk assessments
- Liaise with the Instructors to ensure USails equipment is managed and maintained properly, ensuring longevity of equipment.
- Ensure all the equipment at USail is maintained by the instructors, washed, repaired, replaced as required
- Communicate with the USail Instructor team, ensure their wellbeing is taken care of. Report any issues to Principal
- Provide daily briefings and de-briefings and support the watersports Instructors, organize Lead Instructors as detailed in USails flowchart
- Ensure customer satisfaction follows USails flow-chart and deal with any complaints as they arise following the complaint's procedure. The CI must update the Principal at the earliest opportunity.

**Fulfill** any other roles and responsibilities as required by the USail Principal

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