

JOB DESCRIPTION

Job Title: Instructor

Grade: Scale 5 or Scale 6 (depending on qualifications)

Responsible to: Head of Faculty

Introduction

The College's Vision and Values are embodied in the following statements:

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

What will I be doing? (Contribution statement)

Working with teaching and learning staff, the post holder will provide practical support, instruction, training and supervision to students across a range of courses both on an individual and group basis, ensuring provision is learner focused, ensures academic excellence, high quality learning and an outstanding student experience and which reflects the principles of the personalised curriculum and contributes to the achievement of the College's strategic and development plans.

Main Duties and Responsibilities:

1. Plan, deliver and assess practical instruction to a range of full and part time students.
2. In conjunction with the Course Team and as directed by the Head of Faculty, to plan, deliver and assess the underpinning knowledge and skills associated with practical vocational competencies.

3. To assist in the supervision and instruction of students.
4. To transport students and/or equipment to practical learning experiences/situations.
5. To manage and maintain equipment, including undertaking safety audits, repair, maintaining inventories, and identifying and coordinating replacement/ new equipment requirements.
6. To prepare display materials, visual aids and other teaching resources.
7. To be responsible for aspects of administration, organisation, supervision of any particular areas as required by the Lecturer/Head of Faculty.
8. To participate in, and contribute to, the planning, development and co-ordination of all aspects of the smooth daily running of the Section and the College and to advance the corporate responsibility of the College.
9. To assist in the completion of relevant Health and Safety documentation.
10. To implement accepted work practices and changes in College and Section policies and procedures.
11. To support the curriculum team ensuring that teaching and learning is carried out effectively and efficiently support the quality and performance management process for the area.
12. To keep records, as appropriate, of student attendance, progress, assessment and attainment.

Administration

1. Ensure compliance with, and implementation of, all College policies and procedures with particular reference, but not exclusively, to Equality and Diversity, Health and Safety and Safeguarding, Driving of College Vehicles and Hazardous Pursuits policy.
2. To support the Head of Faculty to ensure that learner recruitment, retention, attendance, progression, achievement and success are effectively managed and monitored and that appropriate records are kept.
3. To undertake administrative tasks as required including the completion of registers and provision of provide accurate and timely reports as required.
4. Participate in College groups, course team meetings, course reviews and other activities when required.
5. To respect the confidentiality of all matters relating to students and other members of staff. The post holder must be aware and comply with the requirements of the Data Protection Act and the college's policy and procedures relating to Data Protection.

Health and Safety

1. To observe good working practices, comply with and promote College Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others

2. Prepare risk assessments and assist in the induction of staff and students in the safe use of facilities, tools and equipment.
3. Ensure the learning areas meet all relevant legislative requirements, including carrying out risk assessment where necessary. Work with Head of Faculty to ensure College Health and Safety systems and procedures are in place.
4. Maintain safety standards in accordance with the Law and College's Health & Safety Policy and to act as a First Aider including responsibility for maintaining first aid equipment.

Other

1. To engage in training and continuous professional development as required.
2. To attend and support College open days/evenings and events as required.
3. Travelling and working away from normal base as may be required from time to time.
4. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Head of Faculty or appropriate line manager through the College performance management scheme.

Date Job Description prepared:

Agreed by Job Holder:

Date:

Approved by Manager:

Date:

Approved by SLT Team:

Date:

Notes;

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.

The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team.

Person Specification/Competency Profile

Instructor

SKILLS AND CORE COMPETENCIES	HOW MEASURED
Technical competency and knowledge (qualifications and training) 1. Possession of a Degree in a related subject (D) 2. Passes in English and maths at grade C/4 or above at GCSE level (or equivalent) (E) 3. Possession of Level 3 qualification in a related subject (E) 4. Teacher training qualification or willingness to work towards one (E) 5. First Aid at work qualification or willingness to work towards one (D)	Application, interview Application, interview Application, interview Application, interview Application, interview
Experience and Skills 1. Experience of working within a school or FE environment (D) 2. Ability to work flexible hours (E) 3. Ability to teach practical skills and to supervise a range of full and part time students (E) 4. Ability to work with students and colleagues to support the delivery of a wide ranging curriculum (E) 5. Ability to maintain a well prepared, realistic and safe working environment and develop the professional attitude of the students towards their work and give them every opportunity to practice and develop their skills (E) 6. Experience in using and maintaining a range of appropriate equipment (E)	Application, interview Application, interview Application, interview Application, interview Application, interview Application, interview
Personal qualities, communicating and relating to others. 1. Self motivated with the ability to work unsupervised (E)	Interview

2. To consistently produce a high standard of work (E) 3. Demonstrate a flexible approach to work rotas and tasks (E) 4. Effective communication skills, both verbal and written (E) 5. Ability to work effectively within a team (E) 6. Effective time management (E) 7. Ability work to work effectively with a range of students (E)	Interview, Interview Application, interview Interview Interview Application, interview
SKILLS AND CORE COMPETENCIES	HOW MEASURED
Other 1. Awareness and understanding of Equality and Diversity, Health and Safety and Child Protection Legislation and requirements (E) 2. Possession of a valid driving licence (E/D) 3. Possession of D1 minibus Category on driving licence (D) 4. Ability and willingness to undertake some travelling in the UK and abroad as required (E) 5. Ability and willingness to work flexibly (evening, occasional weekends, open events and commercial events) to meet the needs of the College (E)	Interview Sight/copy of driving Licence Sight/copy of driving Licence Interview Interview

D : Desirable E: Essential