

---

<b>POST TITLE:</b>	Part-time Sport Instructor (payment on an hourly paid claims basis)  School of Professional and Leisure Industries
<b>LOCATION:</b>	Craven College, Skipton (Multi-site)
<b>RATE OF PAY:</b>	Hourly rate £13.39 per hour
<b>HOURS:</b>	Temporary variable hours As arranged with the Head of School/Subject Sector Leader
<b>RESPONSIBLE TO:</b>	Head of School – Professional and Leisure Industries
<b>SPECIAL CONDITIONS:</b>	A full enhanced disclosure check will be required via the Disclosure and Barring Service (DBS) for this post  Instructing is dependent on timetable requirements and student numbers in line with college funding  Pay claims for the actual hours worked are submitted on the last working day of the month, for payment on the last working day of the following month
<b>CLOSING DATE:</b>	Friday 23 February 2018 - midday
<b>INTERVIEW DATE:</b>	TBC
<b>POST NO:</b>	S505

If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at [cbaker@craven-college.ac.uk](mailto:cbaker@craven-college.ac.uk) for assistance

## JOB SPECIFICATION

### MAIN JOB PURPOSE

To instruct learners on a defined range of units/modules/practical activities to meet curriculum requirements, in line with College Quality Assurance procedures.

### KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- In accordance with relevant schemes of work, instruct students in line with ILPs and curriculum plans, which have been designed with / and for them, in conjunction with designated course tutor/s;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Maths skills within planned learning and classroom environment as appropriate;
- You will ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To supervise student learning activities in a Learning Resource Centre, classroom, workshop, during field work, visits, placements or in any other designated learning situation;
- To carry out as directed relevant administrative tasks appropriate to the learning situation including the marking of registers and the submission of other returns and records, in line with Quality Assurance procedures;
- To support and provide educational guidance to students through the learning process and associated assessment activities;
- To assess, monitor and mark student practical activities within the learning sessions;
- To assist students with action planning and recording achievement where appropriate within the learning sessions;
- To organise, adapt, and maintain learning materials and/or equipment;
- To utilise learning resources effectively in order to enhance the student experience;
- To set up the learning environment if required, and assist in the day to day maintenance of equipment, in conjunction with technician staff;
- To attend Curriculum area, College and other appropriate meetings as required;
- To support the designated course tutor/s with the on-going development of learning plans;
- To establish and maintain effective working relationships with relevant staff and external clients and agencies;
- To meet high standards of health and safety and undertake health and safety checks and appropriate Risk Assessments as required;
- To be responsible for updating the subject specialism;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;

- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
- To participate in the staff appraisal scheme and lesson observation process and undertake continuing professional development to develop knowledge/skills in teaching practice;
- Any other duties commensurate with grade and status as may reasonably be requested.

## **PERSON SPECIFICATION**

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

### **ESSENTIAL REQUIREMENTS**

- Appropriate academic or professional qualifications:
  - Minimum Level 3 or equivalent qualification in the relevant subject area/relevant industry recognised qualifications;
  - and/or
  - A period of relevant and successful industrial experience, and willing to work towards relevant qualifications;
- High level of technical skills with an excellent current working knowledge of the subject area;
- Teaching/Training Qualification to minimum Level 3 (Teaching Award in Education and Training) or equivalent (or willing to work towards);
- Qualified to Level 2 (GCSE Grade A\*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame);
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Ability to carry out administrative tasks effectively, to include maintaining accurate relevant records and documentation;
- Willingness and ability to undertake further professional development linked to the School curriculum and College needs (30 hours CPD per annum on pro rata basis);
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills with the ability to interact effectively with students, parents, colleagues and the wider industry;
- Self motivated with the ability to motivate others and enthuse students to succeed;
- Appreciation of quality issues in FE;
- Willing to complete a full Disclosure and Barring Check (DBS) in line with procedures.

### **DESIRABLE REQUIREMENTS**

- Degree-level qualification/and or highly qualified in the appropriate subject area;
- Good relationship within the industry to forward the College's reputation and learning opportunities;
- Previous experience of training or instructing, ideally in the FE sector;
- Computer literate;
- Current full driving licence and access to appropriately insured vehicle.