



JOB DESCRIPTION

POST:	Casual Instructor
POST NUMBER:	LLUV04
POSTHOLDER:	
WORKING HOURS:	Various depending on demand
GRADE:	
SALARY:	£8.20 per hour
DATE:	
PURPOSE OF THE POST:	To instruct water and land based sports.
RESPONSIBLE TO:	Head of Department Outdoor Education

The duties will include:

Technical Support

The post holder's pattern of work will be overseen by the Head of **Hengistbury Head** Centre with appropriate support and training.

The duties, some of which will be shared, will include:

- 1 To instruct outdoor activities as directed by the centre management team.
- 2 Preparing, setting up, clearing away, cleaning and storing apparatus, equipment and materials for lessons, demonstrations, etc.
- 3 Issuing materials and equipment in a safe condition to students and staff.
- 4 Assisting staff and students in the use of apparatus and equipment.
- 5 Physical demonstrations of the activities to members of staff and students, where this requires the application of acquired skills.

- 6 Fault find and reporting of faults when necessary.
- 7 Undertaking regular safety checks on equipment, tools and materials used to ensure they comply with Health and Safety Regulations and requirements.
- 8 Keeping work areas and stores in a clean, tidy and efficient state; paying particular attention to safety.
- 9 Such other duties which may reasonably be allocated within the purview of the post by the Head of Department.

The Post holder will:

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.
- Notify HR of any changes in personal details, eg a change of name or address, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

PERSON SPECIFICATION

JOB TITLE: Advanced Apprentice Instructor Hengistbury Head

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	First Aid qualification and at least one national governing body instructor qualification.	Any additional NGB instructor qualifications.
EXPERIENCE REQUIRED	At least one national governing body instructor qualification.	Some experience of being an instructor.
SPECIAL KNOWLEDGE OR TRAINING	The ability to work at a practical level.	Basic knowledge of stock control, safe storage and handling.
ABILITIES, SKILLS & PERSONAL QUALITIES	<p>The ability to work in a number of teams.</p> <p>Able to relate well to students with special Educational needs.</p> <p>To be able to cope with rapidly changing circumstances.</p>	Able to cope with students with emotional and behavioural difficulties.
RELATIONSHIPS	<p>The ability to work with Children, students and adults.</p> <p>The ability to work successfully with other members of staff.</p>	Empathy with people with learning disabilities.
MOTIVATION	Self motivation.	
SPECIAL CIRCUMSTANCES	Willingness to be flexible as to working hours according to requirements.	