

**South Staffordshire College**

**Description**

**JOB TITLE:** Business and ICT Instructor

**PAY POINT:** Band 5 point 20 – 23

£21,402 - £23,382

**CONDITIONS OF SERVICE:** Full Time

**RESPONSIBLE TO:** Curriculum Team Leader

**LINE MANAGEMENT:** Curriculum Team Leader

**LINKAGE:** Chief Executive Principal, Vice Principals, Senior Leadership Team,

College Leadership Team, External stakeholders.

***Regardless of a specific job title and role, for all employees at this College their primary role is:***

***‘To Help Learners Succeed’***

**JOB PROFILE**

The Instructor will work with the Curriculum Team Leader, Head of Curriculum and Director of Curriculum to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

The post holder will work towards supporting the College’s Strategic Aims and Objectives, Operating

Statements and Business Plans.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond.

**Roles and Responsibilities**

The Instructor will be expected to:

* To work with the Curriculum Team Leaders to develop high quality schemes of work, session plans and learning assessment materials
* To lead on practical and workshop based activity sessions
* To support the assessment of students, in groups and individually, in practical work associated with a range of programmes within the area of work.
* To guide and support students in the effective pursuit of their individual learning programme and progression planning.
* Support students to achieve through timely and effective use of initial assessment, diagnostic assessment and other data identifying the students learning needs and developmental requirements.
* To assist the smooth running of courses (in College, work based, off-site and distance learning as required).
* Prepare essential learning materials and assessments in accordance with the national standards and quality specified by the appropriate Award Organisation and Sector Skills Council.
* To undertake assessment, the maintenance of accurate records, student attendance records, retention and achievement and support of work experience and enrichment programmes.
* To provide regular reports of student and programme progress using College systems and offer guidance to students on how to improve performance.
* Maintain facilities, equipment and records as directed by the Curriculum Team Leader or Head of Curriculum.
* Set up practical work areas and ensure that safe systems of work are implemented and maintained.
* Completion of practical work records
* Attend and take an active part in programme and team meetings.
* Assist with the recruitment and selection of students.
* Report major defects, ensuring that maintenance is carried out to approved safety standards.
* Maintain up to date knowledge of industry practices and equipment.
* Comply with the team and College administration procedures.
* Management of Student behaviour following College policy and procedure.
* Administer first aid to students, staff and visitors if required. (if qualified to do so)
* Work with Curriculum Team Leader and teaching staff to develop new and innovative ways of practical instruction in all aspects of the programme delivery and to enhance the syllabus and improve outcomes.
* Undertake such other duties commensurate with the grade of the post as may reasonably be required.
* Timetabling to take into account 26 hours instructing/facilitating workshops, 4 hours allocated in total to enrichment, work experience, tasters, tutorials & commercial activity as agreed with the Head of Study Programme. 7 hours remaining for preparation time.
* Any individuals working towards a teaching qualification which requires an amount of teaching experience may wish to improve their skills by taking on a limited amount of teaching. This will need to be agreed with the Head of Study Programme.

`**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at Sept 2016 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Instructor - Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | * Industrial qualifications to at least level 3 * Hold a recognised level 3 qualification in subject specific area * Level 2 qualifications in Maths & English | * Assessor’s award. * Up to date First Aid qualification |
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| Experience | * Experience of working in the industry for over two years. * Experience of instructing within the sector area. | * Experience of instructing in a college or training setting. * Recent industrial experience * Experience of working with learners with additional learning needs |
| Knowledge | * Knowledge and confidence in dealing with a range of activities in the industry relating to the area of work for this post | * Knowledge of training programmes and assessing students to achieve national standards. |
| Personal Attributes | * Committed to continuous improvement in Quality * Ability to work in a team. * Ability to maintain and develop effective communication, liaison and relationships. * Highly motivated to personal and team achievement and able to work on their own initiative. * Company loyalty. * Innovative and creative. | * Effective in problem solving |
| Skills | * Ability to use logic and information to achieve goals. * Effective use of business tools and IT (this may be desirable for some posts) * Able to prioritise work to ensure achievement of targets. |  |
| Safeguarding | * DBS clearance * Motivation to work in an environment with children and young people & vulnerable adults. * Ability to form personal boundaries in an environment with young people and vulnerable adults. | * Emotional resilience in working with challenging behaviours. * Willingness to use authority and maintain discipline in an educational environment. |