

Job Description	
Job Title	Instructor
Level	0 to 3
Responsible to	Centre Manager
Responsible for	Lesser Qualified/Experienced Colleagues
Job Purpose	To train, support and assess occupational competencies of learners working to achieve scaffolding qualifications across the Simian business.

This job description shows the principle responsibilities of the job at the date of issue. The job description will be updated from time to time, in conjunction with the job holder, to reflect changes. Reasonable adjustments will be considered in line with the Equality Act.

Refer to the Individual's latest appraisal for target specifics.

## Key Success Factors

Refer to the Individual's latest appraisal for target specifics.

At all times ensure that high standards are met for:

- Upholding and promoting the company's interests at all times, through our brand, ethos, vision, mission and values, in anything that you say, do, see, create or send;
- Adopting principles of health and safety good practice in all activities undertaken, and acting as an ambassador for all that the business promotes.
- The delivery of quality training;
- Achieving KPI targets in relation to:
  - Achievement and timely achievement of learners;
  - Customer/learner feedback;
  - NVQ portfolio assessment timeframes;
  - Observations and learner reviews.

## Main Duties and Responsibilities

- To deliver training courses as dictated by the training programme and Line Management;
- To undertake the assessment of NVQ portfolios within the required timescales, including observations;
- To plan, organise and deliver vocational competency-based curriculum embedding literacy and numeracy, taking account of awarding body standards and criteria;
- To establish a safe working environment for all learners and carrying out regular monitoring of the learning environment, to ensure the continued safety of all learners;
- To ensure that safe working practices are followed at all times, and draft/update risk assessments and method statements, as required;

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- To deliver, support and assess training programmes as required by the business;
- To prioritise the safeguarding of learners and ensure safeguarding policies and procedures are followed;
- To ensure that work equipment and materials are inspected in accordance with company and statutory requirements;
- To undertake practical assessment of learners;
- To maintain accurate and up to date records of learners' progression;
- To ensure that individual learning plans are prepared for all learners, and that records are maintained.
- To ensure that additional learner support is provided, where identified as being necessary, and that records are maintained;
- To undertake end point assessments, providing feedback (verbal/written);
- To ensure compliance with the awarding organisation with respect to curriculum, training, delivery and administration of documentation;
- To provide cover and assistance in the absence of instructors based at other locations;
- To review and develop existing courses as well as produce new material as required;
- To maintain personal CPD and currency of industry knowledge;
- To support the business during audits, by attending and/or providing any required supporting evidence;
- To provide support and advice to colleagues on matters relating to training;
- To undertake and participate in peer and Instructor observations, supporting team and individual development, creating development plans as required and disseminating good practice;
- To manage and plan working time productively and effectively;
- To comply with all company policies and procedures and to actively promote compliance amongst colleagues and other stakeholders;
- To continually strive to improve personal performance by participating in the company appraisal process with Line Management;
- To work as a member of a self-managing team with a sense of collective responsibility and purpose and to provide support and advice to colleagues, particularly the coaching and mentoring of new and inexperienced colleagues;
- To advise Line Management of future service needs to ensure adequate resources can be allocated.
- To ensure that all resources and other assets are used effectively;
- Undertake any other duties as may reasonably be expected within the scope and skill of the post and as required by management;

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- To advise your Line Manager of any observed deficiencies in the systems and processes used by the business, in the spirit of continual improvement, and in line with the company's NCR process;
- Ensure data protection and GDPR requirements are achieved in all instances;
- To identify opportunities for business promotion, by way of upselling and cross-selling all products and services.

### Specialist Knowledge/Skills and Abilities

Essential	Desirable
<ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft Office and other, similar software packages. (Skillsfile, SmartAssessor and BrightOffice, etc);</li> <li>• Strong verbal and written communication skills;</li> <li>• Strong presentation skills;</li> <li>• Excellent time management and organisation skills;</li> <li>• Supervisory experience;</li> <li>• Ability to work on own initiative – self driven with the ability to work under pressure to meet deadlines;</li> <li>• Ability to communicate at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced level MS package user.</li> </ul>

### Training, Experience, Qualifications Required

Essential	Desirable
<ul style="list-style-type: none"> <li>• Proven scaffolding industry experience;</li> <li>• Hold Advance Scaffolder qualification;</li> <li>• PTLLS/L3 teaching qualification as a minimum (or be willing to work towards);</li> <li>• First Aid trained (or willing to undertake training);</li> </ul>	

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Essential	Desirable
<ul style="list-style-type: none"> <li>• Hold at least Level 2 qualification in literacy and numeracy (or be willing to work towards);</li> <li>• Knowledge of Safeguarding, Prevent and Equality and Diversity.</li> </ul>	

## Other Requirements

Essential	Desirable
<ul style="list-style-type: none"> <li>• Certification to confirm knowledge of Safeguarding, Prevent and Equality and Diversity;</li> <li>• Committed to continual professional development;</li> <li>• Enhanced DBS check;</li> <li>• Proven scaffolding industry experience;</li> <li>• Hold CISRS Advance Scaffolder qualification;</li> <li>• Hold an assessor qualification (or be willing to work towards);</li> <li>• Instructional/Teaching qualification (PTLLS Minimum);</li> <li>• First Aid trained (or willing to undertake training);</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence;</li> <li>• Working towards internal verification qualification.</li> </ul>