

INSTRUCTOR 1			
Reference No.	G581.02	Type	Generic
Service	Communities & Neighbourhoods		
Job Family	Para Professional	Grade	FC5

Purpose
To undertake duties in order to support the operation and delivery of the Community Use programme and activities.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting under supervision, in teaching a limited range of basic skills to a small group of all ages and abilities	<p>Experience of assisting with sports coaching sessions for children and young people programme (Deliver Results – See How We Work Matters)</p> <p>Ability to provide a regular and effective service</p> <p>Introductory sports coaching qualification or SCQF Level 5 in Community Sports Leadership</p> <p>SCUK Safeguarding and protecting children</p> <p>Experience of the sport or activity being supported</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Assisting with the sports coaching programme which suits the needs of participants.	Coaching skills (Focus on customers)	✓	

Role Profile

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Assisting with adapting lesson plans as appropriate in response to the needs of individuals or groups, making assessments on individual's performance as necessary and giving feedback to the individual.	Communication Skills (Embrace technology and information)	✓	
Ensuring activities are carried in a safe and appropriate manner and provide a good customer experience.	Organisational skills (Work together)	✓	
Assisting with a register check of all class participants and occasionally taking payment from class participants.	Literacy and Numeracy skills	✓	
Ensuring activities are carried out in a safe and appropriate manner and assisting in providing a good customer experience.	Organisational Skills Emergency First Aid at Work Certificate	✓	
Keeping up-to-date with relevant Health & Safety and policies and procedures, and assisting in the response to accidents or emergencies if they arise.	Paediatric First Aid Certificate		✓
	Knowledge of relevant policies and procedures in relation to health and safety, risk assessment, child protection and accidents/emergencies		✓
Undertaking physical fitness to ensure that the class/course content can be delivered in the appropriate way and demonstrations of core skills can be undertaken to ensure class participants have a full understanding of the activity.	Knowledge of general operating procedures within the facility		✓
	Physical fitness skills (Take ownership)	✓	
Undertaking continuous personal development as required by both the Council and any appropriate professional body related to the sport or activity being delivered.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Before confirming appointment: you may be required to have a PVG or Disclosure check. Please refer to the job advert for clarification of the specific requirement

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results