

INSTRUCTOR 2 (After School)

Reference No.	G417.01	Type	Generic
Service	Education & Children's Services		
Job Family	Para-professional 4	Grade	FC6

Purpose

Prepare lesson plans and carry out instruction for sports coaching programme. Identify developing skills and agree a progression of standards and levels to improve performance of participants.

Lead sessions on all aspects of class being taught, including liaising with appropriate professionals and giving progress report to participants, parents or carers.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Preparing, producing and delivering lesson plans and leading sessions to agreed standards.

Undertaking the evaluation of the effectiveness of the sports coaching programme.

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

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D

Knowledge of lesson planning and sports coaching (Deliver results – See 'How We Work Matters' Framework)

✓

Educated to SCQF level 2, which includes National 2 or Access 2, or equivalent sports certification accreditation

✓

Knowledge of Child Protection

✓

Ability to provide a regular and effective service

✓

Analytical skills

✓

Role Profile

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
Undertaking a register check of all class participants, ensuring validity to take part, e.g. parental permission, payments verified.	Organisational skills (Focus on customers)	✓	
Preparing and setting up equipment as defined in the lesson plan, preparing and restoring activity areas.	Initiative taking skills (Take ownership)	✓	
Undertaking responsibility for safety in the activity environment, responding to accidents and emergencies and contributing to recording of information relating to any health and safety incidents.	Knowledge of Health and Safety	✓	
	Experience of undertaking risk assessments	✓	
	IT skills (Embrace technology and information)	✓	
Demonstrating enthusiasm within the activity, providing clear instructions and inspiring confidence and motivating participants.	Coaching skills	✓	
	Motivational skills	✓	
Making assessments on individual's performance and providing feedback/progress reports verbal or written for participants.	Communication skills	✓	
Liaising with participants and/or appropriate professionals, responding to issues such as queries or complaints.	Networking skills (Work together)	✓	
Supervising assistants and/or volunteers, developing their skills and ensuring required standards are met.	Leadership skills	✓	
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:

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

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 checked="" 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"/>	

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