

## INSTRUCTOR 2 (Extra Curricular Activity)

Reference No.	A4236	Type	Generic
Service	Education & Children's Services		
Job Family	Para-professional 4	Grade	FC6

### Purpose

Deliver a high-quality programme of sports and physical activities for children. Ensure a high standard of customer service and a positive impact for all participants by delivering meaningful, fun and challenging programmes.

Provide quality coaching in a variety of sports and physical activities.

Encourage children and young people to participate regularly in physical activity and sport.

Operate within the safety guidelines of the service.

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

Preparing and delivering lesson plans which suit the need of the participants in conjunction with Active Schools Coordinators.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent e.g. Introductory sports coaching qualification

✓

SCQF Level 5 in Community Sports Leadership

✓

Degree or HND in sports coaching or equivalent UKCC Level 1 or 2

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Emergency First Aid at Work  SCUK Safeguarding and protecting children  Ability to provide a regular and effective service  Experience leading sports coaching sessions with children and young people	   ✓  ✓	✓    ✓
Evaluating the effectiveness of the programme.	Experience of evaluating the effectiveness of the activity/programme (Deliver Results – See How We Work Matters)	✓	
Teaching a range of skills to people of all ages and abilities.	Experience of being able to adapt sessions to suit a wide range of abilities and ages (Focus on customers) 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	✓  ✓	
Ensuring activities are carried in a safe and appropriate manner and provide a good customer experience.	Organisational Skills	✓	
Undertake a register check of all class participants, ensuring validity to take part e.g. parental permission, payments verified.	Communication Skills (Embrace technology and information)  Financial Skills	✓  ✓	
Adapting lessons as appropriate in response to the needs of individuals or groups, making assessments on individuals' performance as necessary and giving feedback to the individual.	Experience of being able to adapt sessions to suit a wide range of abilities and ages  Experience leading sports coaching sessions with children and young people	✓  ✓	

E = Essential Criteria    D = Desirable Criteria

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Preparing a series of appropriate lesson plans and leading them to agreed standards providing clear instructions and demonstrations.	Experience of planning and reviewing to adapt a progressive programme		✓
Being aware of Health & Safety and risk assessments policies and procedures responding to accidents or emergencies as they arise.	Knowledge of relevant policies and procedures in relation to health and safety, child protection and accidents/emergencies	✓	
Support the development of assistant coaches where appropriate.	Experience supporting other coaches/volunteers to develop their coaching ability		✓
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:			
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>
			<b>D</b>

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