

INSTRUCTOR 2				Purpose			
Reference No.	G388.04	Type	Generic	<p>To deliver a high quality programme of sports and physical activities for children and adults. To ensure a high standard of customer service and a positive impact for all participants by delivering meaningful, fun and challenging programmes.</p> <p>To provide quality coaching in a variety of sports and physical activities.</p> <p>Encourage children and young people to participate regularly in physical activity and sport.</p> <p>To operate within the safety guidelines of the service.</p>			
Service	Communities and Neighbourhoods						
Job Family	Para Professional	Grade	FC6				
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
Developing a sports coaching programme which suits the needs of participants, in conjunction with sports development officers.				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 Emergency First Aid at Work SCUk Safeguarding and protecting children Ability to provide a regular and effective service		✓ ✓	✓ ✓

Role Profile

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	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 and ensure proof of payment from class participants.	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	✓ ✓	
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	✓	

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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.			

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
Instructor 2 (Swimming)			
Deliver fun and innovative swimming lessons to children and adults of all abilities, in line with the Scottish Swimming (SASA) Learn to Swim programme.	UKCC Level 2 Teacher of Aquatics/ ASA Full Teacher of Aquatics Evidence of CPD in Swimming Teaching AquaFit/Aqua aerobics qualification National Pool Lifeguards Qualification (NPLQ)	✓ ✓	 ✓ ✓ ✓
Utilise continuous assessment methods to observe, analyse and record progress of swimmers through the Learn to Swim Programme, in line with the LTAD Swimmer Pathway.	Adult and Child qualification		✓
Promote the Learn to Swim programme and provide information of alternative products and services.	National Rescue Award for Swimming Teachers and Coaches (NRASTC)		✓
Instructor 2 (Sailing)			
Planning and delivering sailing programmes to members of the public, schools sailing, OnBoard Club and Sailability sailing.	Relevant experience of delivering sailing to various groups Demonstrate recent personal involvement in relevant outdoor activities	✓ ✓	

Role Profile

	RYA Dinghy Instructor Award	✓	
	RYA Power Boat Level 2	✓	
Planning sessions and provide instruction working with children's and adult groups including leading groups according to skills, experience and training.	Literacy skills	✓	
	Numeracy skills	✓	
	Experience of working under pressure	✓	
	Experience of dealing with confrontation	✓	
	Initiative taking skills	✓	
	Has other activity awards or equivalent experience, e.g. cycling, walking, climbing, archery		✓
Ensuring overall safety of sailing participants by following the Outdoor Education and Council safety management systems.	Specific experience with special needs groups, including young people with challenging behaviour		✓
Assisting with logistical support such as boat driving, public water safety, general cleaning, repairs and issue of equipment from stores.	Work experience demonstrating these abilities	✓	
	Full Driving Licence & ability to drive minibuses		✓

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