



## **TALENT 4 LIFE JOB DESCRIPTION**

### **Post Title**

**ASSISTANT EDUCATIONAL INSTRUCTOR**

### **Job Purpose**

To assist the lead Educational Instructor in the delivery of a programme of study based on alternative curriculum programmes; designed as part of the intervention strategies within the Behaviour Improvement Programme, to students taking part in the TALENT 4 LIFE project to increase their employment, education or training opportunities at Key Stages 2, 3, and 4.

To assist the lead Educational Instructor in the delivery of training programmes to students taking part in the TALENT 4 LIFE programmes in FE colleges and any other external organisations.

### **Principal Duties and Responsibilities**

1. Assist in the delivery of the TALENT 4 LIFE curriculum to a nominated cohort of students at the centre, in schools and/or other external locations.
2. Assist in the delivery of training programmes to clients other than schools and colleges as required.
3. Act as a Mentor for their nominated cohort of students.
4. Contribute to pastoral meetings.
5. Assist in the planning and execution of external trips and expeditions including assisting with the logistics.
6. Provide information required for statistics and reports.
7. Assist in the preparation of any learning resources.
8. Maintain the equipment and resources allocated to you while ensuring waste is kept to a minimum.
9. Liaise with external agencies within the community or parents as required.
10. Act as the first point of contact for TALENT 4 LIFE for the local public and external agencies when outside the centre environment.
11. Work outside the normal working hours if required.
12. Help maintain the centre inside and outside in line with current centre policy.

13. Attend two residential trips each year of 5 days and 4 nights.
14. Drive Company vehicles (if qualified) as and when needed.
15. Carry out your role in accordance with the Instructor Code of Conduct.
16. Attend in-house and formal external training courses as required in order to maintain current competence and CPD.

**Numbers and grades of any staff supervised by the post-holder:** Nil

**Post-holder's line manager:** Centre Manager (Chrysalis)

**All staff are expected to maintain high standards of customer care in the context of TALENT 4 Life core values and to uphold the Equal Opportunities Policy and Health and Safety standards.**

**The post-holder may be required to carry out other duties as directed by their line manager. The responsibility level of any other duties should not exceed those outlined above.**

Prepared By:..... Date:.....