



TALENT 4 LIFE JOB DESCRIPTION

Post Title

EDUCATIONAL INSTRUCTOR

Job Purpose

To deliver 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 instruct students taking part in the TALENT 4 LIFE programmes in FE colleges and any other external organisations.

Principal Duties and Responsibilities

1. To deliver the TALENT 4 LIFE curriculum to a nominated cohort of students at the centre, in schools and/or other external locations.
2. To deliver training programmes to clients other than schools and colleges as required.
3. To assess the students' work to the standards required by the relevant awarding bodies.
4. To plan and conduct external trips and expeditions including organising any logistics required.
5. To compile statistics and prepare reports as directed.
6. To help plan and develop new programmes and any associated resources as and when required by TALENT 4 LIFE.
7. To maintain the equipment and resources allocated to you while ensuring waste is kept to a minimum.
8. To liaise with external agencies within the community.
9. To act as the first point of contact for TALENT 4 LIFE for the local public and external agencies when outside the centre environment.
10. To work outside the normal working hours if required.
11. To help maintain the centre inside and outside in line with current centre policy.

12. To attend two residential trips each year of 5 days and 4 nights.
13. To drive Company vehicles (if qualified) as and when needed.
14. Assist in the development of Assistant Instructors.
15. Carry out periodical reviews of Assistant Instructors; providing feedback to both the Assistant Instructor and the Centre Manager.
16. Take full part in the internal quality assurance system:
 - a. Maintain awareness of the Internal Moderation process.
 - b. Attend standardisation meetings.
 - c. Maintain accurate and up to date tracking of the students work.
17. Carry out your role in accordance with the Instructor Code of Conduct.
18. To 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 immediate supervisor: Centre Manager

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: Mark Parr
Managing Director

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