

Job Title:	Instructor
Grade:	Academic Pay Scales – Instructor Grade - I
Reporting To:	Curriculum Manager

1 PURPOSE OF JOB

To provide all aspects of high quality teaching, learning and assessment to students in a given subject area. An instructor will undertake a mixture of classroom based delivery including theory elements of a practical skill as well as employability skills and practical sessions in workshops and other practical settings. The role does not include internal moderation, course leadership, nor will it involve working with Level 4 or above provision.

2. PRINCIPLE ACCOUNTABILITIES

The duties and responsibilities of an Instructor are inherently of a professional nature and are wide ranging. They include, but are not restricted to the following:-

- a) Provide high quality teaching, learning, assessment across a range of courses within a subject area.
- b) Develop and prepare curricula, course and session plans; high quality learning materials, assignments, activities and assessments for student learning.
- c) Monitor and assess students' progress through course work, project work and examinations and maintain up to date and accurate records of their progress and achievement.
- d) Provide good quality tutorship of students, giving appropriate support to enable students to achieve their academic and vocational targets. Complete student reports and where appropriate, communicate with stakeholders and external agencies to provide information on progress of students.
- e) Assist with interview, enrolment and induction of students.
- f) Monitor attendance of students including completion of registers, withdrawal and transfer forms to ensure accurately maintained student and class records within the College's MIS.
- g) Assist with the organisation of student placements (in liaison with business development advisers) and communicate with students in the workplace as required.
- h) Contribute to the review of course performance and improvement plans and facilitate and take action to address student, employer, parent and other stakeholder feedback.
- i) Be proactive in marketing/liasing with local schools, sector representatives and employers with the objective of ensuring targeted levels of recruitment, establishing strong partnership links and raising the profile of the course(s). Ensure the accuracy and content of marketing materials.
- j) Prepare for and participate in appropriate College Events (these may include Open Evenings, Parent's Evenings, enrolment events)

- k) Engage in professional development including the conduct of and participation in staff appraisal and in-service training based on an assessment of individual needs. Contribute to the mentoring system for new staff and colleagues as appropriate.
- l) Support College policies, procedures and quality assurance systems. To conduct aspects of all duties and responsibilities in line with the Corporation's Health & Safety Policy in the interests of themselves, other colleagues and students.
- m) Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- n) Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery and comply with the requirements of the Equality and Diversity Policy.
- o) Be prepared to operate on a flexible basis to meet the needs of the organisation.
- p) To perform such other reasonable duties commensurate with the grade of the post as required.

Generic duties

In addition to the requirements of the post above, all members of the academic staff are required to -

- a. Complete all associated organisation/administrative work; preparation and marking in a timely manner.
- b. Assist in the coverage of classes for absent colleagues.
- c. Respond to student data requests.
- d. Supervise students in all contexts on College premises and elsewhere when on College activities.
- e. Identify, deliver where appropriate, monitor and record all aspects of additional support, in conjunction with the Additional Support Team.
- f. Participate in team/ committee meetings.
- g. Assist with the selection of students for awards.
- h. Respond to enquiries, compliments and complaints regarding a course.

3. Qualifications/Experience Required

	Essential	Desirable
Academic Qualifications:	NVQ Level 4, degree or equivalent professional qualification. Minimum GCSC (A-C) / Level 2 in English and Maths. The capacity for independent travel	Higher degree in relevant discipline.
Teaching Qualifications:	Teaching qualification	Assessor qualifications – A1 and V1 Awards.
Work Experience:	Industry related experience in relevant discipline	
Teaching Experience:	Experience of supervising / support students. Able to develop a range of workshops across the Community.	Teaching experience across a range of levels / areas.
Aptitudes:	A commitment to professional updating and awareness of current developments. Ability to: <ul style="list-style-type: none"> • maintain recording and tracking documentation. • motivate and stimulate students in a workshop environment. • participate as a programme team member • enjoy a climate of change. • work on own initiative. • relate to a very wide range of people. • be alert to new and potential opportunities for development. IT literate Committed, hard working, team worker. Commitment to safeguarding younger students and vulnerable adults. Good communication and interpersonal skills. Confidence to liaise with external partners.	Experience of participating in educational / professional programme administration. Experience of dealing with external partners. Be able to demonstrate a personal commitment to teamwork. Attendance at recent updating events / courses.
Interests:	Continuous Professional Development	