

## Job Description – CISRS Instructor/Assessor/Skills Coach

Job Title:	CISRS Instructor/Assessor/Skills Coach
Reporting To:	Centre Manager
Hours Of Work:	Full Time, Monday to Friday, 08:00 to 17:00
Target Salary:	£70k p/a

### Summary of Post

This is an excellent opportunity for a dynamic, professional individual to be part of a team that delivers training and coaches learners to achieve Apprenticeship Standards. This is an exciting position that will involve CISRS training delivery, assessment, and using your scaffolding experience to coach, mentor, encourage and develop apprentice scaffolders by carrying out periodic reviews of their progress. This work will be both centre and site-based.

### Key Success Factors

At all times ensure that high standards are met, including:

- Upholding and promoting the company's interests at all times, through our brand, ethos, vision, mission and values, in anything that you say, do, see, create or send.
- The delivery of quality training, assessment, mentoring and coaching.
- Ensuring learners and customers have an excellent learning experience.
- Achieving agreed organisational and personal Key Performance Indicators (KPI's).
- Ensuring all working practices and administrative tasks are completed in a timely, consistent and accurate manner.

### Key Tasks and Responsibilities

Please note, this document does not define the entirety of the role, and all team members are expected to be willing to perform any task for which they are competent.

- To deliver training courses as dictated by the training programme and Line Management.
- To undertake the assessment of NVQ portfolios within the required timescales, including observations. (3 assessments per month as part of the salary package)
- To coach, mentor, encourage, develop and assess apprentice scaffolders and other scaffolding learners by carrying out periodic reviews of their progress.
- To plan, organise and deliver vocational competency-based curriculum embedding literacy and numeracy, taking account of awarding body standards and criteria.
- To establish a safe working environment for all learners, to ensure the required levels of health and safety are achieved.
- To prioritise the safeguarding of learners and ensure that our safeguarding policies and procedures are followed.
- To undertake practical assessment of learners.
- To maintain accurate and up to date records of learners' progression.
- To ensure that individual learning plans are prepared for all learners, and that records are maintained.
- To ensure that additional learner support is provided, where identified as being necessary, and that all associated records are maintained.

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### Key Tasks and Responsibilities

- To ensure compliance with the awarding organisation, with respect to curriculum, training, delivery and administration of documentation.
- To provide cover and assistance in the absence of instructors based at other locations.
- To maintain personal CPD and currency of industry knowledge.
- To support the business during audits, by attending and/or providing any required supporting evidence.
- To provide support and advice to colleagues on matters relating to training.
- To undertake and participate in peer and Instructor observations, supporting team and individual development, creating development plans as required and disseminating good practice.
- To manage and plan working time productively and effectively.
- To comply with all company policies and procedures and to actively promote compliance amongst colleagues and other stakeholders.
- To continually strive to improve personal performance by participating in the company PDR process with Line Management.
- To work as a member of a self-managing team with a sense of collective responsibility and purpose and to provide support and advice to colleagues, particularly the coaching and mentoring of new and inexperienced colleagues.
- To advise Line Management of future service needs to ensure adequate resources can be allocated.
- To ensure that all resources and other assets are used effectively.
- Undertake any other duties as may reasonably be expected within the scope and skill of the post and as required by management.

Criteria	Essential/Desirable	
<ul style="list-style-type: none"> <li>• Level 3 CISRS registration, Qualified with at least 5 years post qualification experience, or</li> <li>• Level 2 CISRS registration, Qualified with at least 10 years post qualification experience.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• English to at least level 2 (or must be willing to work towards L2 achievement.)</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Maths to at least level 2 (or must be willing to work towards L2 achievement.)</li> </ul>		✓
<ul style="list-style-type: none"> <li>• IT qualifications to at least level 2 (or must be willing to work towards L2 achievement.)</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Certificate in Teaching in the Lifelong Learning Sector (PTLLs) or equivalent – Level 3 teaching qualification (or must be willing to work towards L3 achievement)</li> </ul>		✓
Experience	Essential/Desirable	
<ul style="list-style-type: none"> <li>• Management or supervisory experience in the scaffolding sector.</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Experience of working with and mentoring lesser qualified colleagues.</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Good oral and written communication skills.</li> </ul>		✓

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<ul style="list-style-type: none"> <li>An understanding of safeguarding and prevent and its importance within the education sector.</li> </ul>		✓
<b>Personal Qualities</b>	<b>Essential/Desirable</b>	
<ul style="list-style-type: none"> <li>Positive, self-confident and enthusiastic in demeanour.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Responsive and dynamic, with a positive attitude to change.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Reliable and punctual.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Be open to and be fully supportive of cultural diversity.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Willingness to learn and develop.</li> </ul>	✓	