

JOB DESCRIPTION

JOB TITLE:	Skills Development Provision Instructor
DEPARTMENT:	Additional Learning Support/Extended Learning
RESPONSIBLE TO:	Additional Learning Support Co- ordinator
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To support the development of maths and English skills across Vocational courses through delivery of Skills Development Provision workshop sessions.

MAIN TASKS AND RESPONSIBILITIES:

- 1. Student Learning**
- 2. Project Delivery**
- 3. Administration**
- 4. General Responsibilities**

1. Student Learning

- 1.1 Maintains an environment conducive to learning.
- 1.2 Engages learners in discussion about individual learning goals, guiding and advising learners to be able to work towards identified targets.
- 1.3 Instructs and guides learners in the development of maths and English skills.
- 1.4 Understands learners' needs and identifies potential barriers to learning.
- 1.5 Delivers support to address identified learning needs.

2. Project delivery

- 2.1 Contributes to planning and delivery of Skills Development Provision sessions.
- 2.2 Contributes to setting of individual learning goals and evaluates and records individual learner outcomes.
- 2.4 Attends relevant meetings and training.

3. Administration

- 3.1 Contributes to the effective and efficient working of the Department.
- 3.2 Maintains appropriate files and records.
- 3.3 Implements College policies and rules.

4. General responsibilities

- 4.1 Contributes to the attainment of the College's strategic objectives, as appropriate.
- 4.2 Complies with all College policies, practices and procedures.
- 4.3. Participates in and promotes the Professional Development and Appraisal schemes.
- 4.4 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- 4.5 Takes responsibility for safeguarding and promoting the welfare of children.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.