



## **COLEG CAMBRIA**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Instructor Demonstrator

**Reports to:** Curriculum Director

**Salary range:** ID 01 - ID 04

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#### **Main Purpose of Job:**

- To deliver practical sessions to students.
- To supervise and instruct students within the practical aspects of programmes.
- To undertake routine duties applicable to the area.

#### **Responsibilities and Accountabilities:**

- Deliver formal scheduled practical instruction and demonstration direct to student groups for which the postholder has responsibility.
- Prepare a schedule of practical activities, from information received from course co-ordinators and appropriate lecturers.
- Assist in monitoring the overall progress of each student; assessing competence and progress in practical activities, attendance, punctuality, discipline, and initiating action as required.
- Maintain complete and up-to-date records
- Assist the course coordinators in the review of students and production of course results.
- Maintain a professional standard of behaviour in dealing with students and team members.
- Create a caring and supportive environment for all students
- Take part in staff development activities and be proactive in own Continuous Professional Development (CPD).
- Observe, implement and support the development of College policies and procedures on Equal Opportunities, Health and Safety and Quality in line with the College mission.
- Undertake other routine duties applicable to the area.
- Undertake any other duties as determined by the Line Manager

#### **Special Features:**

Ability to work flexible working hours as well as a flexible approach in order to ensure cover for absent colleagues due to illness etc.

**Miscellaneous:**

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

**Review:**

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Signed: ..... Date.....  
**POSTHOLDER**

Signed: ..... Date.....  
**HR Director**

## Person Specification

Attributes		Item	Relevant Criteria	How Identified	Essential/Desirable
1	Skills & Abilities	1.1	Excellent communication and interpersonal skills.	A/I	Essential
		1.2	Self-confident and displays energy and enthusiasm in the learning environment.	A/I	Essential
		1.3	Able to establish effective working relationships and is a strong team player.	A/I	Essential
		1.4	Open and responsive to the needs of others.	A/I	Essential
		1.5	Demonstrates a commitment to continuous personal and professional development.	A/I	Essential
		1.6	Competent in MS Office and appropriate ICT packages	A/I	Essential
		1.7	Ability to assess learners within a practical situation.	A/I	Essential
2	General & Special Knowledge	2.1	Recent industrial experience in the relevant specialist area.	A/I	Essential
		2.2	Demonstrate an understanding of current developments within your own specialist area and ways of keeping up to date with such developments.	A/I	Essential
		2.3	Demonstrate knowledge of the importance of quality standards within a learning environment.	A/I/P	Desirable
3	Education & Training	3.1	Possess Level 3 or equivalent qualification in the specified subject area.	A/C	Essential
		3.2	Possess Level 4 or equivalent qualification in the specified subject area	A/C	Desirable
4	Relevant Experience	4.1	Previous experience in a similar role.	A/I/P	Desirable
		4.2	Experience of delivering practical or workshop training.	A/I/P	Desirable

5	Attitudes and Beliefs	5.1	A commitment to an institutional culture which places people at the centre of everything we do.	A/I/P	Essential
		5.2	A commitment to the established ethos of the institution as a partnership between learners, staff, governors, employers, parents and other stakeholders.	A/I/P	Essential
		5.3	The continuous pursuit of high standards and excellence in all services provided by the institution.	A/I/P	Essential
		5.4	A commitment to ensuring that all members of the institution are valued, motivated and encouraged.	A/I/P	Essential
		5.5	The promotion of high professional, moral and personal standards in all aspects of the institution, subscribing to the Nolan Principles.	A/I/P	Essential
		5.6	A demonstrable commitment to equality and diversity.	A/I/P	Essential
		5.7	An empathy and appreciation of Welsh Culture, language and heritage.	A/I/P	Essential
		5.8	The belief in upholding a strong organisational brand and reputation.	A/I/P	Essential
6	Special Requirements	6.1	Able to communicate through the medium of Welsh.	A/I	Desirable
		6.2	Demonstrates an empathy with the Welsh culture.	A/I	Essential
		6.3	Demonstrates a commitment to Equality and Diversity.	A/I	Essential
<b>Key:</b>		<b>How Identified</b>	<b>A</b>	Application	
			<b>I</b>	Interview	
			<b>T</b>	Test	
			<b>C</b>	Copy of Certificates	
			<b>P</b>	Presentation	