

PERSON SPECIFICATION

Post:	Instructor	Essential / Desirable Criteria
Experience		
1	Demonstrate experience of motivating and supporting individuals to achieve	Essential
2	Experience of working in an environment where there are young adults and have experience in education	Essential
3	2 years of relevant work experience	Essential
4	Ability to produce and prepare lesson plans, resources, schemes of work and activities that meet curricular requirements within Coppice Spring School	Essential
5	Have experience of successful team working and be committed to a team based approach	Desirable
6	Have an understanding of learning programmes and their assessment procedure.	Desirable
Skills and Abilities		
7	Demonstrate exceptional organisational and planning skills with excellent timekeeping and attendance	Essential
8	Be able to demonstrate an understanding of the Schools equal opportunities and diversity policies	Essential
9	Excellent communication skills both verbal and written	Desirable
10	Experience of using spreadsheets, Microsoft word and excel and willingness to train on the School's Management Information System	Desirable
11	Ability to take responsibility for food safety issues and recording data	Desirable
12	Ability to undertake responsibility for stock taking and order supplies, using the school systems	Desirable
13	Ability to offer excellent customer service and communicate at all levels with our diverse range of stakeholders	Essential
Education and Qualifications		
14	Relevant professional qualifications in outdoor education	Essential
15	Full valid driving licence	Essential
16	First Aid Qualifications	Desirable
17	D1 minibus driving licence	Desirable
Training / Continuous Professional Development		
18	Evidence of continuing professional development	Essential
Other		
19	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post	Essential
20	Be prepared to work in an environment that can be challenging	Essential
21	Willingness to work over student lunch hours and in different locations	Essential