# Apprenticeship Instructor Person Specification

Loughborough Road
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LE4 5PN
0116 268 1426
enquiries@lopc.co.uk
www.lopc.co.uk

**Registered Charity Number 1074671**
**Ofsted Registration Number 226869**

| Criteria | Essential | Desirable | Assessment Method |
|---|---|---|---|
| **Qualifications** | **English and Maths** – Must have either Level 2 Key Skills or GCSEs grade 4/C to complete the apprenticeship. A candidate may start the apprenticeship if they have Level 1 Key Skills, or GCSEs grade 3/D, but only if they pass a pre-employment assessment.<br><br>Candidate cannot already have a qualification equal to or above in the field of outdoor pursuits or outdoor learning. | • First Aid at Work qualification<br>• British Canoeing Personal Performance Awards<br>• NICAS Climbing Awards<br>• Coach or Sports Leader Qualification | Application form and production of certificates at interview |
| **Knowledge & Experience** | Experience of working with young people.<br><br>Experience working to time schedules – throughout a busy day.<br><br>Understanding of how to behave in a professional setting with customers<br><br>Have worked independently, being trusted to work without direct guidance from another member of staff. | Have worked in either: an outdoor or sports setting, delivering activities to children. | Application form, references and assessments |

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| **Personal attributes** | **Leadership** – possess core leadership and social skills to develop in order to deliver high quality educational sessions to clients from various backgrounds and abilities.<br><br>**Teamwork** - be able to work in a team environment, and be keen to learn from others.<br><br>**Communication** - be able to communicate effectively with young people and be a good role model.<br><br>**Attitude** - be willing to learn and undertake training, reflect on performance and use own initiative.<br><br>**Reliability –** be punctual, arriving at work and scheduled activities on time. Consistently carry out work that has been set out as expected.<br><br>**Disposition** - friendly, well presented, courteous and respectful of colleagues, children, parents and members of the public. Be able to work evenings and weekends including bank holidays.<br><br>**Health, Fitness and Wellbeing:-** candidates must be able to meet the physical demands of the role, including working outdoors in varying weather conditions, leading activities, handling equipment and supporting participants. A positive and proactive approach to personal health and wellbeing is essential. | Have a flexible attitude to working in a small but busy and vibrant Centre.<br><br>Be able to adapt approach and build rapport with different people<br><br>Be able to embrace mistakes and issues and learn from them to move forward<br><br>Go above and beyond expectations – seeking out opportunities to stand out and deliver excellence where possible.<br><br>Evidence of maintaining a good level of health and fitness through regular physical activity, sport, outdoor pursuits, or other relevant activities. | Application form, references and assessments |