



Apprenticeship Instructor Person Specification

Loughborough Road
Leicester
LE4 5PN
0116 268 1426
corporate@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.	<ul style="list-style-type: none"> First Aid at Work qualification 	Application form and production of certificates at interview
Knowledge & Experience	<p>Have the ability to work to time schedules in a busy Centre.</p> <p>Be willing to develop and learn to work calmly under pressure and adapt to different situations</p> <p>Have self reliance in order to prepare and deliver sessions to client groups and individuals.</p>	<p>Experience of working with young people and adults.</p> <p>Be able to act calmly under pressure and to adapt to unforeseen circumstances.</p>	Application form, references and assessments
Personal attributes	<p>Leadership – possess core leadership and social skills to develop in order to deliver high quality educational sessions to clients from various backgrounds and abilities.</p> <p>Teamwork - be able to work in a team environment, and be keen to learn from others.</p> <p>Communication - be able to communicate effectively with young people and be a good role model.</p> <p>Attitude - be willing to learn and undertake training, reflect on performance and use own initiative.</p> <p>Reliability – be punctual, arriving at work and scheduled activities on time. Consistently carry out work that has been set out as expected.</p> <p>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.</p>	<p>Have a flexible attitude to working in a small but busy and vibrant Centre.</p> <p>Have an excellent sense of humor.</p> <p>Be able to embrace mistakes and issues and learn from them to move forward</p> <p>Go above and beyond expectations – seeking out opportunities to stand out and deliver excellence where possible.</p>	Application form, references and assessments

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