

1. Job details	
Job title	Schools & Community Trainer
Salary band	Band 6
Accountable to	Training Team Manager (Schools)

2. Job summary
To deliver first aid training to young people in schools, community and youth groups as well as training to school staff and community as appropriate, promote the benefits of first aid and increase the confidence of students to use it.

3. Main duties and responsibilities	
1	Deliver first aid training to young people and adults at designated venues in accordance with National Delivery standards and to St John Ambulance requirements
2	Work as directed by Training Team Manager, adhering to rostering process requirements
3	Accurately complete and submit all course documents in line with SJA requirements
4	Deliver training sessions that engage and meet the different needs of students using formative assessment techniques
5	Support staff in schools with the delivery of SJA Teacher led resources
6	Work individually or with other trainers who may be volunteers, casual workers or employees, to maintain high standards of training
7	Read course instructions prior to arrival ensuring required information is clear and suitable to deliver a lesson that meets student requirements, liaise with school to confirm requirements, arrive at venues in good time to prepare training room
8	Achieve and maintain competence in all relevant skills and knowledge, actively engage in CPD events and keep a personal development portfolio
9	Pilot new initiatives in training when required and promote SJA products and services
10	Ensure that all equipment used is fit for purpose, cleaned and stored in accordance with any SJA procedures, report defects or faults promptly in accordance with procedure
11	Adhere to St John Ambulance health and safety training, working safely and safeguarding young people, and all other policies as implemented by SJA
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

4. Person specification			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.			
Requirements	Essential and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level or equivalent (Grade C) inc English & Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Functional skills (literacy, numeracy, ICT) at or above level 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Award in Education and Training or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Relevant first aid qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Experience			
Proven experience of delivering first aid courses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of learner centred learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Experience of working with young people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
An understanding of St John Ambulance training products and services and ability to work with customers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to be engaging and deliver memorable training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work on own initiative, as part of a team and under direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to communicate effectively, with colleagues, volunteers, customers (verbal, written and electronic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Physically able to complete at least two cycles of CPR on a manikin while kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to be flexible and travel to deliver training, car owner with business use (mileage paid), or have access to public transport and able and willing to transport items required to run courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to work evenings and weekends	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Smart professional appearance and willing to wear corporate dress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

This role is exempt from the provisions of the Rehabilitations Offenders Act.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: DN

Date of preparation: 4 June 2018