

## Job Description & Person Specification

<b>Job title:</b>	Emergency Care Instructor
<b>Salary:</b>	<b>Dependent on experience &amp; qualifications</b>
<b>Hours:</b>	Bank / Part time / Full time
<b>Accountable to:</b>	Company Directors
<b>Location:</b>	Blewbury Oxfordshire & UK Wide locations

**This role requires an enhanced Disclosure and Barring Service (DBS) check and a barred list check**

### Job summary

The Emergency Care Instructor will be responsible for delivering a wide range of high-quality training programmes, including company induction, commercial first aid courses, and pre-hospital emergency care qualifications (including but not limited to FREC 3, FREC 4, resuscitation, and manual handling).

You will ensure all training is delivered to a consistently high standard, meeting internal quality assurance processes and external awarding body requirements. This includes planning, scheduling, and delivering engaging educational sessions, alongside robust assessment of learners.

The role requires building and maintaining strong working relationships with customers, stakeholders, educational organisations, and community groups, supporting the organisation's reputation for excellence in training delivery.

You will play a key role in ensuring all learners receive a professional, supportive, and high-quality educational experience, in line with industry standards and best practice.

### Main duties and responsibilities:

- Deliver high-quality training programmes, including induction, first aid, and pre-hospital care courses, in line with company and awarding body standards.
- Plan and deliver engaging lessons aligned to course objectives and organisational requirements.
- Ensure compliance with regulatory and awarding body standards through effective assessment and quality assurance.
- Maintain consistency and continuous improvement in training delivery.
- Deliver a range of learning methods, including face-to-face, virtual, and digital content.
- Build and maintain strong relationships with customers, stakeholders, and partner organisations.
- Maintain accurate training records and report on programme effectiveness.
- Support the development, supervision, and appraisal of trainers, assessors, and IQAs.

- Engage in and support continuing professional development (CPD).
- Ensure training resources, equipment, and environments are safe, prepared, and fit for purpose.
- Adhere to organisational policies, including health and safety and professional standards.
- Contribute to service development and uphold professional standards at all times.

## **General Information:**

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#### **Job Description Review**

This job description outlines the main duties of the role and may be reviewed and amended in line with service needs in consultation with the post holder.

#### **Confidentiality & Data Protection**

The post holder must maintain strict confidentiality of all patient, staff, and organisational information in line with data protection legislation, Caldicott principles, and company policies. Accurate and secure record keeping is essential, and all records may be subject to audit.

#### **IT & Systems**

All staff are required to maintain appropriate IT skills to effectively use company systems. Training will be provided as required.

#### **Health & Safety**

All staff must comply with health and safety legislation and company policies, taking reasonable care for their own safety and that of others.

#### **Professional Registration**

Where applicable, staff must maintain relevant professional registration and comply with associated codes of conduct. Any changes to registration status must be reported immediately.

#### **Risk Management & Governance**

All staff are responsible for identifying, reporting, and managing risks within their role, and must comply with governance, incident reporting, and safety procedures.

#### **Safeguarding**

All staff must comply with safeguarding policies for children and vulnerable adults.

#### **Financial & Resource Responsibility**

Staff are responsible for the appropriate use and security of company resources, in line with financial policies and procedures.

#### **General Responsibilities**

- Work flexibly across company locations as required
- Comply with all organisational policies and procedures
- Participate in appraisal and ongoing professional development
- Maintain high standards of professionalism and conduct at all times

#### **Equality & Diversity**

The Company is committed to equality, diversity, and inclusion. All staff are expected to support and

uphold these principles.

**Smoking Policy**

The Company operates a strict no-smoking policy across all premises.

**Waste Management**

All staff must ensure safe and appropriate disposal of waste in line with company policies and relevant legislation.

**Person Specification**

Criteria	E/D*	Assessment Stage
<b>QUALIFICATIONS</b>		
Degree or equivalent professional qualification (Paramedic, Nurse, AAP)	D	application/assessment
Hold an Award in Education and Training (Level 4) / PG Cert Ed / CTLLS / DTLLS or equivalent	E	application/assessment
Hold a Certificate in Assessing Vocational Achievement or registered onto a programme	D	application/assessment
Evidence of continued learning/development	E	application/assessment
<b>SKILLS AND ABILITIES</b>		
Able to foster effective, professional and collaborative working relationships with internal and external colleagues	E	application/interview/references
High level written and oral communication skills	E	application/interview/references
Highly developed interpersonal skills	E	application/interview/references
Proven ability to effectively manage a range of situations that may evoke a strong emotional reaction	E	application/interview/references
Proficient in the use of Microsoft Office, including Word, Excel and standard level of keyboard skills.	E	application/interview/references
Ability to interpret and apply Educational knowledge to workforce management	E	application/interview/references
Effective problem solving ability	E	application/interview/references
Ability to work with unpredictable situations and under pressure and to tight deadlines with frequent interruptions	E	application/interview/references
<b>EXPERIENCE &amp; KNOWLEDGE</b>		
Extensive experience of handling and supporting complex candidate issues; including writing individual learning plans.	E	application/interview/references
Demonstrable experience in emergency care educational delivery/assessment; ideally FREC 4 and above	E	application/assessment

Criteria	E/D*	Assessment Stage
Significant and varied experience in education, working with managers and proven experience of delivering high quality educational services.	E	application/interview/references
Experience of facilitating and managing delivery of educational awards	E	application/interview/references
Experience of working in the NHS/Health Care	E	application/interview/references
Expert level of knowledge in educational delivery, quality assurance, compliance and best practice.	E	application/interview/references
Up to date with national body industry frameworks and guidance; Skills for Health, Ofqual etc	E	application/interview/references
Up to date knowledge of key issues in Education, in the NHS and relevant issues outside the organisation and how these might impact on the Company	D	application/interview
<b>MOTIVATION AND COMMITMENT</b>		
Stable work record	E	application/references
Good attendance and timekeeping record	E	application/interview references
<b>OTHER</b>		
No serious criminal convictions *	E	application/interview references
Team player, flexible and responsive to the needs of colleagues	E	application/interview/references
Proactive and enthusiastic	E	application/interview/references
Self-motivated and confident (understands and manages own emotions under stress)	E	application/interview/references
Problem solving approach. Able to seek and exploit opportunities to advance objectives	E	application/interview/references
Robust and persistent in pursuit of organisational objectives, has strong drive for improving performance	E	application/interview/references

\* E = Essential Criteria; D = Desirable Criteria

\* Minor convictions, especially those which occurred some time ago, may be considered on an individual basis.

**Review of this description:**

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 EMFS Group Ltd. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.