**Job Specification**

**Role:**

Computer Sharing Centre Trainee Instructor/Qualified Instructor (self-employed)

**Reporting to:**

Cherith Hateley

**Role Summary:**

To provide residents with expert, professional computer tuition at the Computer Sharing Centre Morden College.

**Hours of Work:**

Computer Sharing Centre Trainee Instructors work for 3 ¼ hours, and Instructors work for 2 ¼ hours one morning per week (and any additional mornings where another Instructor is unable to attend).

Trainee Instructors and Instructors attend a Monthly Review meeting with the Centre Manager lasting 2 ½ hours, once per month, plus the 6-7 presentations held each year (1 ¾ hours - one hour for the presentation, plus 45 minutes to help set up, clear away and speak to people attending).

**Earnings (please see earnings spreadsheet):**

A Trainee Instructor earns **£33.00** per morning of instruction delivered (based on a zero hour’s contract. A morning is three 35 minute lessons plus 1 ½ hours of administration and preparation work).

Plus attendance at the 2 ½ hour Monthly Review meeting is paid at £8 per hour: **£20** earned per attendance.

Attendance at the regular presentations (6/7 per year): **£15** earned per presentation.

A Qualified Instructorearns **£35.50** per morning of instruction delivered (based on a zero hour’s contract. A morning is three 35 minute lessons plus ½ an hour of administration and preparation work).

Plus attendance at the 2 ½ hour Monthly Review meeting is paid at £8 per hour: **£20** earned per attendance.

Attendance at the regular presentations (6/7 per year): **£15** earned per presentation for Trainee Instructors and **£25** for Qualified Instructors who also deliver part of the presentation.

**Key Activities:**

* Independently give one-to-one instruction sessions one morning a week using the system of “Computer Driving Instruction”™
* Complete a lesson session “Summary form” detailing progress and content of lessons etc.
* Communication with Computer Sharing Centre Manager – Email and texts to be responded to/acknowledged within 48 hours.

Qualified Instructors are required to be current in computer and internet knowledge in order to perform the role and to do this the following is expected:

* Time spent working independently to improve skills
* Attendance of Monthly Review meetings to update own knowledge and administrative skills and discuss student progress.
* Regular use of the Computer Sharing Centre Courses website with supportive guides
* Preparation and delivery of the bi-monthly presentations
* Preparation for the 6 monthly Instructor Assessment Test

Instructors are required to have email accounts with the four main free web mail providers: Outlook (hotmail/live mail), gmail, AOL and yahoo/btinternet.

It is recommended that Instructors own and use a digital camera and have an account with Photobox.

Instructors should have accounts with Facebook and Twitter in order to be familiar with them but it is not necessary to use them regularly.