

Job Title: First Aid Teacher

Purpose: Deliver the First Aid Accredited Course Qualification

Reports to: Head of Enrichment

Duties:

1. Delivering First Aid training to students & staff as part of the Autumn and Spring Enrichment Programme.
2. Keep up to date records of the First Aid scheme of work, risk assessments, registers and course payment.
3. Prepare training materials and teaching aids.
4. Instruct and demonstrate all relevant material and practical skills.
5. Conduct required assessments and evaluation of students.
6. Completing any administrative tasks that relate to the First Aid Course.
7. Registering learners with the First Aid provider.
8. Ensuring first aid equipment is stored safely and correctly.
9. Report number of learners to the Head of Enrichment for purchase orders.
10. Dealing with enquiries from students and staff.
11. Prioritising the safeguarding of all students and participate in training on safeguarding matters.
12. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
13. Undertaking such other duties as may reasonably be required by the Principal.

Reviewed by the Head of Enrichment
May 2025

Qualifications and Experience:	
<p>Essential:</p> <p>Recognised First Aid Instructor qualification (e.g., FAIB, HSE, or equivalent).</p> <p>Experience of delivering First Aid training and practical skills demonstrations.</p> <p>Knowledge of relevant First Aid principles and legislation.</p> <p>Strong administrative skills with experience in record-keeping, reporting, and registration.</p> <p>Experience in teaching or training, with the ability to explain concepts clearly and confidently to diverse audiences</p>	<p>Desirable:</p> <p>A teaching qualification (e.g., PTLLS, CTLLS, or equivalent).</p> <p>Previous experience in working in an educational or training environment.</p>
Skills and Abilities:	
<p>Essential:</p> <p>Ability to plan, prepare, and deliver First Aid training to a high standard.</p> <p>Ability to assess learners' practical skills and knowledge accurately.</p> <p>Strong communication and interpersonal skills to work with students, staff, and external stakeholders.</p> <p>Competence in managing class dynamics and maintaining student engagement.</p> <p>Proficiency in using IT systems for record keeping and communications.</p> <p>Organisational skills to manage multiple tasks, including reporting and</p>	<p>Desirable:</p> <p>Familiarity with safeguarding procedures and the ability to prioritise the safety and well-being of students.</p> <p>Ability to contribute to equality and diversity initiatives, ensuring inclusivity in the training process.</p> <p>Ability to adapt training materials and delivery methods to meet the needs of diverse learners.</p>

<p>maintaining accurate records.</p> <p>Ability to handle enquiries from students, staff, and other stakeholders in a professional manner.</p> <p>Ability to work independently as well as part of a team, contributing to a positive work environment.</p>	
Personal Attributes:	
<p>Essential:</p> <p>Strong commitment to the safeguarding and welfare of students.</p> <p>Enthusiastic, approachable, and supportive with a passion for teaching and empowering others.</p> <p>Ability to demonstrate professionalism, discretion, and confidentiality when dealing with sensitive information.</p> <p>Reliable and punctual, with the ability to meet deadlines and manage time effectively.</p> <p>Flexible and adaptable to changing needs and priorities.</p>	<p>Desirable:</p> <p>A proactive attitude towards personal professional development and keeping up to date with First Aid guidelines and training methods.</p> <p>A positive attitude to working in an educational environment.</p>