

POSITION	Global Professional Instructor (GPI)	REPORTS TO	Global Professional Manager (GPM)
PREPARED BY	International Directors of Training	APPROVED BY	
FLSA DESIGNATION		WORKER CATEGORY	
WORK LOCATION	Work from home when not traveling	WORK SCHEDULE	
EFFECTIVE DATE	January 2023	REVISION DATE	
POSITION DETAILS			
POSITION SUMMARY	The Global Professional Instructor (GPI) is responsible for the effective and professional delivery of any or all CPI products this may include Consultancy, Customisation, Training, Instructor support and project work as required.		
ESSENTIAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Perform other position-related duties as assigned. • To maintain a high level of skills both theoretical and physical skills across key offerings. • To work closely with appropriate Director/GPM in developing and maintaining knowledge and skills in respect of key products. • To undertake non training role and responsibilities as required. • To take responsibility for managing their scheduled commitments regarding allocated training and or other support expectations. • To support and mentor new Instructor's as required. • To work closely with their relevant Director/GPM in ensuring that all delivery and or other duties are completed to a high standard. • To follow company procedures and protocols in respect of documentation and or submission of expenses and receipts, this to be completed in a timely manner in line with company expectations. • To support the development and growth of the company in all customer facing events, this could involve meeting existing and or new customers as required. • To attend conferences and support trade shows/stands as required. • Responsible for ensuring appropriate communications within the company regarding all aspects of training delivery. • To participate in any/all quality assurance mechanisms within the company, this will include 		

	<p>annual appraisals.</p> <ul style="list-style-type: none"> • To ensure that you have access to appropriate transport to enable timely and cost-effective arrival and delivery of scheduled training events It is an expectation that all employed GPI's will have access to a car for the purposes of travel. • Working with appropriate others and as requested by appropriate Director/GPM being involved in developmental work around either product design or delivery. • Engaging in quality assurance mechanisms as required.
DIRECT REPORTS	
WORK ENVIRONMENT AND PHYSICAL DEMANDS	While performing the duties of this position, the individual is regularly required to sit, stand for long periods of time, descend and ascend from the floor weight bearing, lie flat on the floor. The individual may be have to lift/or move up to 10 pounds.
QUALIFICATIONS	
MINIMUM EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • A professional qualification and/or a relevant degree • Recognised teaching qualification (degree or relevant teaching qualification in adult education and lifelong learning)
MINIMUM EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 3-5 years professional experience in education, health, or social care • Strong Value Base • Excellent Communication Skills • Full clean driving license and own their own vehicle • Hold a current UK/European passport and be available for employment throughout the European Union • Willing to travel and able to stay away from home on a regular basis • Experience working in environments where individuals behaviours have been challenging • Experience of teaching/workplace learning • An understanding of the current issues related to the use of restrictive practices • An ability to work alone as well as part of a team

	<ul style="list-style-type: none"> • Fluency in an additional language other than English (particularly French, German, Finnish and Arabic)
PREFERRED QUALIFICATIONS	<ul style="list-style-type: none"> • Health & Social Care, i.e. RGN, RPN, etc.. • PGCE, • B.Ed
REQUIRED CERTIFICATIONS AND/OR LICENSES	<ul style="list-style-type: none"> • The person must be First Aid and CPR trained. • Up to date clean Driving Licence • DTLS, PTLS
REQUIRED KNOWLEDGE, SKILLS, AND/OR ABILITIES	<p>The position requires high energy, organisational skills, resourcefulness, and problem-solving skills. The person must have clear and strong communication skills. The person must demonstrate engaging presentation and strong listening skills and have experience training and/or teaching adult learners., must be able to demonstrate a history of professional development and a desire to grow knowledge and skills. Basic knowledge of Microsoft Office.</p>
DISCLAIMER	
<p>The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated duties, responsibilities, skills, efforts, working conditions, or physical demands. The organization reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and job titles as it deems necessary to meet the needs of the business.</p> <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position functions.</p>	