

How to Apply: PSI Instructor and Class Assistant

The two roles of PSI Instructor and Class Assistant are new roles designed to support our new falls prevention service to be called 'Live Stronger for Longer'. The new contract starts in April 2024 building on our long history of developing and delivering the Strictly No Falling Falls Prevention Service. The new service includes a brand new element of falls prevention: the delivery of a rolling programme of postural stability exercise and social activity for older adults at a higher risk of falling.

To help you decide if you could be a great addition to our team we have provided the following information:

- **Job description.** We have provided some information below and a job description/ person specification. This document lists the duties involved in the role and the skills and knowledge you will need to fulfil the role.
- **Training.** We can offer full training for a person new to the type of work but you would need to have the majority of the qualities and skills we are looking for.
- **Person Specification.** We value our people and the qualities they bring to our organisation. How you do what you do is as important as getting it done. Qualities and experience can be developed through all kinds of life experiences not just paid work and we are happy to support people new to the workforce or returning to work to develop their skills and confidence.
- **About us.** For information about our charity and what we do you can look at our website on: www.ageukderbyandderbyshire.org.uk
- **About the roles of PSI Instructor and Class Assistant.** Some background information about the role, where it is based and what your working life would be like.

If you want to apply please consider these tips:

1. Read through *all* the job information carefully. And then read it again!
2. Note the deadline for applications and the interview date if set.
3. If you feel you have the skills and knowledge we need then apply using *our* application form downloadable from our website. A CV is not acceptable and will not be considered.
4. If you want to check anything about the job please call 01773 766922.
5. Make sure you show *how* you have the skills and qualities we need. Just telling us you are good at something is not enough – give us an example from your work, volunteering or personal life to demonstrate.
6. Complete *all* the sections and complete them fully – list your qualifications, explain gaps in work, give referees details etc. NB/ please remember that misrepresentation on your application is a dismissal offence.
7. Submit your application by post or email in good time, applications received after the deadline will not be considered.

Selection stages:

- ☞ Application forms are checked against basic criteria: they should be legible, complete and provide a suitable level of information. Incomplete applications or CV's are rejected.
- ☞ Applications are shortlisted against the person specification and the main duties of the post. All members of the interview panel shortlist and agree candidates for interview noting issues for clarification. Due to administrative costs we do not usually inform unsuccessful candidates.
- ☞ Interview: candidates may complete a test or tests of their technical skills relevant to the role; followed by a 30-45 minute interview with a small panel of staff and where relevant service users using questions and a scoring schedule set by the interview panel.
- ☞ All interviewed candidates are graded and the panel agree their preferred candidate.
- ☞ Job offers are conditional upon receipt of two satisfactory references.

Good luck!