

322 SQUADRON HOME TRAINING SECTION

## **RESPONSIBILITIES OF SUBJECT INSTRUCTORS**

### **Subject Supervisors**

- Oversee the entire subject
- Act as point of contact and mentor for the Primary Instructor
- Ensure that lessons are prepared for and delivered effectively and that course objectives are being met IAW the MoGT – this may include checking lesson plans, critiquing lessons and giving feedback, commensurate with the skill and experience of the Primary Instructor
- Provide guidance with exam preparation and review exam before submission to HMTRG section
- Provide guidance with the conduct of supplementary exams
- Provide guidance with exam results, including grading
- If applicable, ensure that the Primary Instructor is providing guidance and opportunities for development of the Assistant Instructor(s), including communication about the division of lessons and ensuring they are adequately prepared to teach
- Provide guidance and assistance to Primary Instructor and Assistant Instructor(s) WRT students with learning difficulties, if and where required

### **Primary Instructors**

- Prepare for and deliver all scheduled lessons and ensure that course objectives are being met IAW the MoGT
- If applicable, utilise Assistant Instructor(s) by providing guidance and opportunities for development of the Assistant Instructor(s) commensurate with their skill and experience, including communication about the division of lessons and ensuring they are adequately prepared to teach
- Identify students with learning difficulties and cater for appropriately and/or bring to the attention of the Subject Supervisor
- Make alternative arrangements as far in advance as possible when absent/on leave on a parade night where a lesson is scheduled
- Prepare final examination and submit to Subject Supervisor/HMTRG Section IAW the Exam Due Date Schedule
- Conduct final examination, mark exams, prepare and submit exam results IAW the Exam Due Date Schedule
- Prepare supplementary examination and conduct supplementary exams as required
- Actively follow up any outstanding assessments once the subject has ‘finished’
- Liaise with Subject Supervisor and/or HMTRG Section in relation to any issues that arise affecting the conduct of the subject

### **Assistant Instructors**

- Assist the Primary Instructor as required in any aspect of the subject
- Prepare for and deliver partial or full lessons as directed by the Primary Instructor
- Seek guidance from the Primary Instructor as required in preparing and delivering lessons
- Fill in for the Primary Instructor if they are absent/on leave