

**CLASS INSTRUCTOR**

<b>Reporting to:</b>	Phil Bartlett, Community Co-ordinator
<b>Objectives</b>	To help organise, promote and deliver a varied programme of coaching suitable for the target audience. Set up and dismantling of equipment and ensuring learners' safety and well-being throughout the session.
<b>Working time:</b>	Part Time (evenings)
<b>Salary/grade:</b>	£26 per hour
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist with the delivery of high quality coaching.</li> <li>• Supervise all users ensuring that Health and Safety standards are maintained.</li> <li>• To assist other coaches in the preparation, running and evaluation of each session.</li> <li>• Promote services and promotions</li> <li>• Stay up to date with latest techniques and best practice</li> <li>• Administer first aid as required (if qualified) and complete appropriate records.</li> <li>• Ensure that customer care standards are maintained at all times and provide assistance and advice to customers using the facilities.</li> <li>• Undertake appropriate training, development and attend meetings as required.</li> <li>• Report equipment, materials and facility problems/difficulties to your Line Manager</li> <li>• To undertake any other duties as required by the Community Co-ordinator.</li> </ul>
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To attend staff meetings as required.</li> <li>• To be aware of the college Child Protection and Data Protection procedures.</li> <li>• To act in a responsible and appropriate manner at all times in accordance with the College Code of Conduct.</li> <li>• Adhere to all policies and procedures, including Equal Opportunities, Health and Safety and Data Protection.</li> </ul>

**Other Specific Duties:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: February 24

## Person Specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general level of education including 5 GCSEs A*-C or equivalent</li> <li>• Professional qualifications related to the discipline taught i.e spin, step etc</li> </ul>	First Aid Certificate
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Willingness to undertake further qualifications or training relevant to the post</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Relevant experience of teaching classes in each discipline i.e spin, step etc</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of child protection / safeguarding procedures</li> <li>▪ Excellent communication skills</li> <li>▪ Ability to develop good working relationships with customers/clients</li> <li>▪ Awareness of data protection issues relevant to the post</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Friendly and outgoing personality</li> <li>▪ Good time-management skills</li> <li>▪ Flexible and adaptable to meet the needs of the gym</li> </ul>	

	<ul style="list-style-type: none"><li>▪ Ability to stay calm under pressure</li><li>▪ Self motivated and the ability to use their own initiative</li></ul>	
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