

JOB DESCRIPTION

ROLE TITLE	Fitness Class Instructor
CONTRACTED HOURS	Casual
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	£25 per hour
REPORTING TO	Leisure Centre Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

The role of Fitness Class Instructor is to provide timetabled group exercise sessions to members and customers of Cornard Leisure Centre. These sessions can take place in any of the appropriate group activity areas that are part of the Centre. Sessions will be run within normal Centre operating hours and will be scheduled for an agreed duration and time.

Employment will be on a “per hour” basis. A timesheet must be completed detailing all sessions worked for each calendar month.

KEY TASKS & RESPONSIBILITIES

Roles and Responsibilities of the Fitness Class Instructor

- Provide regular set weekly group exercise classes in the Dance Studio at Cornard Leisure Centre.
- Understand that by agreeing to teach a class or classes at Cornard Leisure Centre you are committing to a consistent delivery of agreed classes. Duration and times etc. to be pre-agreed with the Centre Manager.
- Choreograph/Plan the content of the session or follow pre-established choreography for the session(s).
- Maintain personal licenses/qualifications as needed and required by the license providers and agreed with Cornard Leisure Centre to be able to provide branded sessions at Cornard Leisure Centre.
- Maintain any licenses or qualifications gained through and at the expense of Cornard Leisure Centre to ensure compliance and classes able to run.
- Any costs incurred to run classes for example for specialist equipment or qualifications will be met by Cornard Leisure Centre. There will be a signed agreement with the Fitness Class Instructor to repay these costs should they leave within an agreed time. Potential costs will reduce based on the agreement over time of employment.

Roles and responsibilities of the Centre

- The Centre will provide the booking and management of the classes such as cancellations and amendments to bookings.
- The Centre will ensure that all equipment is provided and kept on site to be able to run the sessions.
- Centre staff will manage the customers/members as they arrive to aid with class changeovers.

- The Centre facilities will be cleaned and maintained by Centre staff to ensure the space is ready for use.
- First Aid cover will be provided by Centre staff.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> NVQ or equivalent in a relevant subject 	<ul style="list-style-type: none"> Knowledge of School / Trust Computer systems
Literacy and Numeracy	<ul style="list-style-type: none"> Secondary education up to GCSE level or equivalent Ability to set out letters / documents and to use grammar correctly Able to carry out basic calculations accurately Computer literate Able to main routine records e.g. school meals, sale of tickets, supplies. 	<ul style="list-style-type: none"> Competent and confident in use and interpretation of databases and spreadsheets.
Organisational		<ul style="list-style-type: none"> Knowledge of Trust's administrative procedures e.g. ordering / incoming and outgoing post
Equipment / Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills. Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research 	
Problem Solving	<ul style="list-style-type: none"> Ability to check stock deliveries accurately Ability to resolve a range of day-to-day problems, using own initiative. Know when it is appropriate to refer upwards 	
Creative Thinking	<ul style="list-style-type: none"> Design and produce documents / advertisements etc 	
Planning	<ul style="list-style-type: none"> Organised and methodical approach to admin tasks Ability to manage and coordinate projects and in-house events 	
Interpersonal and Communication	<ul style="list-style-type: none"> Tact and diplomacy second nature Articulate with a good grasp of the English language Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable 	

	<ul style="list-style-type: none"> • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time. 	