

The Roseland Multi-Academy Trust
JOB DESCRIPTION

Job Title:	Fitness Instructor (Casual)
Hourly Rate:	£12.27 per hour
Employment	Casual hours to include weekends, early mornings, late evenings in accordance with the Sports Hub rota
Holiday Entitlement	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year including public holidays in England and Wales.
Responsible to:	Community Sports Hub Manager, Headteacher and Leadership Team of Treviglas Academy
Supervisory Responsibility:	None
Important Functional Relationships:	Internal: Community Sports Hub Manager, CEO, CFO, Headteacher and Leadership Team of Treviglas Academy, HR Manager, Fitness Supervisors, Site Team, Central Services Team, staff and students of Treviglas Academy, Trust partners, Trustees. External: Other schools and colleges, suppliers of goods and services, parents/carers, visitors and clients of the Hub.

Main purpose of the job:

As Fitness Instructor, you will:

- promote, coordinate and provide fitness and sporting opportunities to individuals/groups at all abilities and ages and to enhance the sporting experience of Sports Hub members;
- deliver appropriate fitness and performance programmes, increasing levels of customer service, devise systems for enhancing client interaction with the Sports Hub and ensure a highly professional and friendly provision for the local community;
- support the delivery of engaging social media content;
- promote opportunities which encourage community participation in sport, health and fitness, youth and community activities.

Duties and responsibilities:

- Deliver a fully comprehensive Sports Hub timetable which provides an exceptional customer experience.
- Deliver classes and activities. Adapt teaching and coaching methods depending on customers' capabilities and limitations, in order to build confidence, prevent injury and improve competence.
- Supervise and work with other coaches to ensure coaching standards are maintained.
- Participate in a programme of continuing professional development.
- Care for and maintain the facilities to ensure an exceptional high standard of presentation and cleanliness. Ensure equipment is in safe condition before use.
- Build and maintain strong working relationships with staff and students and the school and particularly the Sports department. Build links and professional relationships with other members of staff/departments within the Trust.

- Advocate within the wider community and within the school the vital contribution that physical education and sports can play in young peoples' wider education, development, wellbeing.
- Submit accurate and timely claim forms for casual hours.
- In line with national, regional and local strategies, utilise networks, resources and programmes to support the delivery of the Sports Hub programmes, projects and initiatives.
- To play a full part in the life of the Sports Hub and to follow the school and Trust's vision and values.
- Report all faults, damage to equipment or building fabric to the Community Sports Hub Manager.
- Perform CPR, first aid, or other emergency procedures if needed.
- Follow all health and safety regulations when working with equipment and undertake Risk Assessments as appropriate. Comply with all health and safety regulations.
- Attend meetings as appropriate.

Other:

- To have professional regard for the ethos, policies and practices of the school and Trust.
- Perform any reasonable duties as requested by the Headteacher/CEO/CFO.
- To carry out administrative tasks associated with all of the above duties.
- The post-holder is responsible for his/her own self development on a continuous basis.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school/Trust including health and safety, safeguarding, equality and diversity, equal opportunities and general data protection regulations.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school/Trust.
- This role will be based at Treviglas Academy but you may be required to work at any other premises occupied by the Trust or any of the employer's academies within mid-Cornwall as directed by the employer.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

Safeguarding statement

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> ● Ability to work with young people and adults from beginner to advanced levels of fitness experience. 	<ul style="list-style-type: none"> ● Great communication skills. ● Relate to all ages and fitness levels.
Education and Training	<ul style="list-style-type: none"> ● Level 2 Gym Instructor qualification. ● Attainment of GCSEs or equivalent (educated to level 2 standard) to include Maths and English. ● Experience in fitness instruction and personal training certification. ● Experience in class teaching. ● Sporting industry qualifications. 	<ul style="list-style-type: none"> ● First Aid Certificate/CPR trained. ● Relevant degree in sport/leisure/recreation. ● Safeguarding training.
Special Knowledge and Skills	<ul style="list-style-type: none"> ● Excellent teamwork and leadership skills. ● Effective time management and organisation skills. ● Excellent written and verbal communication skills. ● Relevant ICT and administrative skills. ● Ability to organise and plan work, timetables and staff rotas and enjoy multi-tasking. ● Calm, patient and positive when dealing with/instructing clients and staff. 	<ul style="list-style-type: none"> ● Experience and skilled in use of social media to generate membership growth ● Passionate about delivering high quality services
Behaviours and values	<ul style="list-style-type: none"> ● Loyal, friendly, cheerful, positive and self-driven. ● Strong work ethic and positive attitude. ● Solution-focused. ● Keen eye for detail. ● Flexibilities and willing to work early mornings, evenings, weekends, holidays and undertake emergency staff cover. 	