NORTH WARWICKSHIRE LEISURE SERVICES

JOB DESCRIPTION

Division: Leisure & Community Development

**Post Title: Class Instructor**

**Grade: Instructor/Coaching rate**

**Responsible to: Centre Manager**

**Responsible for: N/a**

**Safeguarding:**

All staff at North Warwickshire Borough Council are required to positively contribute to the Borough Council’s responsibility to safeguard and promote the welfare of children, young people and adults with care and support needs. It is their professional duty to be aware of the signs and symptoms of abuse and, in accordance the Safeguarding Policy and Procedures, to respond appropriately to any Identified concerns

**Special Conditions:**

DBS Disclosure satisfactory to North Warwickshire Borough Council

## 1. Job Purpose

The preparation, instruction and delivery of a fitness class to general members of public to the required standard stipulated by the appropriate governing exercise body.

### 2. Major Responsibilities

To offer a high quality fitness class and to discharge all health and safety requirements

which include the sporting environment (facilities and equipment), the participants and activities in which the participants are taking part. An essential requirement is the verbal PARQ delivery before the commencement of EVERY class or session.

## 3. Job Activities

1. In accordance with the specified aerobic programme, undertake preparation, instruction and delivery of a general public class, in a safe, effective and professional manner. This may include pre-recorded classes, or virtual classes, as well as live instruction.
2. To give advice as requested to participants of the class on all matters related to general fitness and exercise; including gathering information on participants’ medical problems (via the verbal PARQ) and advising them accordingly.
3. To plan and review each session in conjunction with management.
4. To update, and constantly review the Group Exercise programme/routine instructed to the class, to ensure participants return and interest is maintained.
5. To contribute to the marketing and promotion of the Group Exercise programme, and to keep abreast of all the "new" fitness initiatives on the market, informing management of any such activities that could be promoted further.

f) To develop music routines and provide own CDs/playlists for instruction purposes, appropriate to the class taught, taking into account current legal requirements.

g) To identify any new participants in a polite and professional manner, and introduce them to the class giving a brief explanation of what to expect and anything in particular they may need to be aware of.

h) To monitor the progress of the group and to discuss problems with each individual.

i) To be responsible for the safe issue , use and return of all equipment; including ensuring that all equipment is set up in a correct and safe manner and any faults are reported immediately for rectification.

j) To be fully conversant with the Council’s Health, Safety & Welfare Policy, and in respect of such, be fully aware of the personal responsibilities thereto attached.

k) Specifically for Group Indoor Cycling – demonstrate the correct bike set-up and safe use of the bike. For new participants, coach them on how to set up their bike and use safely.

1. To inform management immediately of any accident/incident or health and safety issue that requires attention, completing accident report forms as appropriate.

k) To become familiar with the Centre’s normal operating and emergency operating procedures.

l) To arrive at least 5 minutes prior to the start of the class to allow the session to begin on time

m) Where requested to take a manual register or collect receipts/tickets on entry to the class, ensuring that all users have paid the appropriate entrance fee to comply with the Councils financial regulations and cash handling procedures.

n) To ensure continual improvement and development of personal skills and knowledge.

o) To update personnel file with any qualifications, certifcates and training that may have been completed following commencement of employment.

p) Where the Instructor holds a qualification related to a specific license, to ensure any required update training or continued professional development is completed and complied with, to allow continued instruction of that class variety.

q) In the fulfilment of all duties and responsibilities, to recognise and address the importance and implications of Equal Opportunities.

r) To undertake other duties not specified above, which are appropriate to the level and nature of the post.

Agreed by: --------------------------------------- Date: ---------------------

Class Instructor

Agreed by: ---------------------------------------- Date: ------------------------

Assistant Director