

Job Description and Person Specification

Job details

Job title: Casual Group Exercise Instructor
Grade: Band 1 plus Teaching Supplement
Reports to: Assistant Health & Fitness Manager
Responsible for: N/A
Directorate and Service area: Culture & Leisure

Purpose of the job

Insert a paragraph explaining why the job exists

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Undertake studio-based instruction/classes as specified within the qualification held and following the Normal Operating Procedures and Emergency Action Plans.
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Charter.
3. Assist with maintaining standards and records in relation to appropriate Quality Awards, in particular Quest and Inclusive Fitness Initiative.
4. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.
5. Liaising with the Fitness Manager regarding issues arising from classes and users.
6. Ensure the general safety and behaviour of the public/class to prevent injury, misuse and damage to themselves or the equipment.
7. Always Report all accidents and equipment faults to the Duty Manager or Fitness Manager
8. Positively promote the facility through membership sales, leaflets, displays, general daily duties and any such promotional activities.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

If this post is Politically Restricted include the following clause (Delete if not required).

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

If there are any other special features of the job that need to be in the job description, please indicate them here.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Relevant Studio Based Qualification (minimum level 2 or class specific)</p> <p>Examples: Exercise to Music, Les Mills Programmes (Body Pump / Body Combat etc.) Step, Circuits, Pilates, Yoga, BTS Qualifications, child related exercise qualifications, Zumba or other dance related programme, Spin, Shallow/Deep water & Aqua Natal.</p>	
Experience and Knowledge	<p>Good customer care skills</p> <p>Flexible and enthusiastic</p> <p>Ability to communicate at all levels</p> <p>Good interpersonal skills</p>	
Ability and Skills	<p>If this is a customer-facing role, spoken English fluency must be included here (refer to the guidance for managers on the English Fluency duty).</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	

Attributes	Essential criteria	Desirable criteria
Additional Factors	<p>The post holder must attend all relevant training/meetings related to facility operation and studio delivery.</p> <p>Agreed hours of work will include all facility opening times including bank holidays.</p> <p>Market supplement is payable for Instruction and associated holidays only.</p> <p>Instructors are required to provide a PPL Music License or provide proof of using non PPL Music. All associated costs for uphold of Licences, Music and workshops will be payable by the employee.</p> <p>Must be willing to attend continual professional development training and update/renew certification as required</p>	