



## JOB DESCRIPTION

<b>Job Title:</b>	Sports Hub Assistant/Gym Instructor
<b>Salary:</b>	Dependant on Qualifications TPAT Point 4 unqualified TPAT Point 6 qualified
<b>Responsible to:</b>	Sports Hub Manager
<b>Direct Supervisory Responsibility for:</b>	N/A
<b>Important Functional Relationships: Internal/External:</b>	Sports Hub Team, FRA PE Team, Sports Hub members, Sports Hub users, TPAT, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers and External Professional Bodies

### Main Purpose of the Job:

The Sports Hub Assistant will contribute to the smooth and efficient running of the Sports Hub by ensuring facilities are safe, clean, well-prepared, and welcoming for all users, while providing excellent customer service and operational support.

The Sports Hub Assistant will also be required to hold a Level 2 Gym Instructor qualification (or be willing to work towards obtaining this) to enable them to deliver a range of classes and support members in the gym.

### Main Duties and Responsibilities:

- To provide an enabling environment in which all users can use the gym and engage in fitness activities.
- To prepare and implement well-structured and progressive gym programmes ensuring high quality, enjoyable sessions (subject to necessary qualifications).
- To provide a range of gym classes to Sports Hub users (subject to necessary qualifications).
- To build professional relationships with existing users.
- To support the Sports Hub Manager with incentives and opportunities to increase membership numbers.
- To support and model good fitness traits to our clients.
- To supervise the gym and provide instructions on how to use equipment (when trained to do so).
- Maintain and update the booking system ensuring that members/users are booked in for sessions.
- Motivate users through positive engagement.
- Ensure equipment is fit for purpose and report any defects to the Sports Hub Manager.
- Follow all Health & Safety procedures. Ensure accidents and/or incidents are recorded appropriately and timely and that other staff are aware of this occurrence.
- To ensure that the facility is well maintained and tidy and to carry out cleaning duties to maintain standards.
- To maintain and keep up to date appropriate records.
- To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods.
- To work as a member of a designated team and to contribute positively to effective working relations within the academy
- To communicate effectively with the members as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Sports Hub.
- To follow agreed policies for communications.
- To take part in marketing and liaison activities.
- Assisting with marketing for the sports hub.

## General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

## Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

## Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Sports Hub Assistant/Gym Instructor

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Attainment of GCSE qualifications.</p> <p>First aid training and certification or willing to undertake.</p> <p>Hold a current Level 2 Gym Instructor qualification or willing to undertake.</p>	<p>Sports Qualification/Degree.</p> <p>Registered on Register of Exercise Professionals.</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Good Organisational skills.</p> <p>Ability to provide and facilitate a safe working/training environment.</p> <p>Excellent communication skills and the ability to work to deadlines.</p> <p>Ability to work as part of a team.</p> <p>Committed to continual personal and professional development.</p>	<p>Experience in sports instruction/coaching.</p> <p>Formal sports coaching/instructing qualifications.</p> <p>Experience and skills in the use of social media and other media to generate growth.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Ability to develop &amp; implement high quality, varied and creative gym sessions (or willing to learn).</p> <p>Ability to inspire, motivate &amp; encourage users through sport.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Committed to promoting equality of opportunity and inclusion.</p>	<p>Ability to work with clients who may need specialised attention due to previous injuries.</p> <p>Ability to work within regulations, policies and procedures.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
<b>Behaviours and Values</b>	<p>Customer-focused, welcoming and assisting visitors in a friendly, helpful, and professional manner.</p> <p>Be a team player, working cooperatively with colleagues, coaches, and facility users.</p> <p>Proactive and reliable, taking initiative, identifying issues and completing tasks without constant supervision.</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

	<p>Flexible and adaptable, responding positively to changing priorities, busy periods, and different duties.</p> <p>Deeply committed to equality of opportunity, British Values and diversity.</p>		
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