

Torfaen Leisure Trust **Job Description**



Position Details	
Position Title: Group Exercise Instructor	
For each 50-minute class plus 10 minutes set up time, the rate of pay per class equates to £16.38	
Section/Unit: Health and Fitness	Location: Cwmbran Stadium and PALC
Responsible To: Health and Fitness Manager	Responsible For: No Staff Responsibility
Date Issued: July 2022	

Job Purpose
To lead and supervise the teaching activity of exercise classes with centres at Torfaen Leisure Trust

Principal Accountabilities and Responsibilities
To undertake the practical teaching for the designated group and ensure the class is at a level that is appropriate for all users
To discharge all health and safety requirements, immediately report all issues of health and safety that may arise to the Centre Duty Officer/Centre Manager.
To be responsible for the issuing, use, storage and return of all equipment
To undertake all other administrative requirements of the group, including the completion of registration forms, class registers, timesheets and statistical returns as required
To maintain a high standard of customer service at all times
To develop and maintain good working relationships with all staff and customers
To collect the appropriate ticket receipts from all class members prior to the class commencing
To be willing to develop a knowledge of other fitness related disciplines and undertake further training/CPD
To ensure the class commences on time and ensure that late comers are dealt with effectively and diplomatically
To ensure that accidents are reported and the appropriate documentation is completed
To ensure the class area is left in a clean and tidy condition, taking remedial action when necessary and reporting on going problems to the Centre Duty Officer / Centre Manager

Resources/Equipment/Material

Responsible for the use and safe storage of equipment used by customers in classes
To submit requests for new and replacement equipment to ensure classes run efficiently

Supervision/Management of People

Responsible for the supervision of customers taking exercise classes
Responsible for carrying out site risk assessments at all identified facilities

Knowledge, Skills, Training and Experience

NVQ II or equivalent Exercise to Music or NVQ II and additional qualification in relevant discipline i.e. Yoga, Bokwa, Pilates, Zumba, Aqua Aerobics

Special Working Conditions

Classes will take place at times required by customer demand and working hours may be during the daytime, evenings and weekends

General

To observe confidentiality in all aspects of work and to comply with the eight data protection principles which are contained within the Data Protection Act

To demonstrate a willingness to undertake training development and learning opportunities to improve skills

Comply with and support others to observe Health and Safety Act 1974 procedures and processes

To work within the Trust's policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices

To accept that this job description may be periodically subject to review

To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment

Carry out duties placed on employees by the Health and Safety at Work Act 1974

Person Specification

Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 NVQ II Exercise to Music or NVQ II in relevant discipline i.e. Yoga, Pilates	Essential		Application Form
1.2 CPR Certificate or willingness to obtain	Essential		Interview
1.3 Basic knowledge of anatomy	Essential		Interview
1.4 Able to demonstrate an understanding of the Trusts' wider health and wellbeing objectives	Essential		Interview
Experience			
2.1 Previous Experience of delivering classes in a community or leisure environment	Desirable		Application Form / Interview
Skills and Abilities			
3.1 Able to adapt class to suit different ability groups	Essential		Interview
3.2 Excellent Interpersonal skills	Essential		Interview
3.3 Able to plan single sessions or a series of sessions	Essential		Interview
Personal Attributes			
4.1 Able to motivate others	Essential		Interview
4.2 Able to work on own initiative	Essential		Interview
4.3 Able to provide exceptional Customer Service	Essential		Interview
4.4 Team Player	Essential		Interview
4.5 Enthusiastic	Essential		Interview
Circumstances			
5.1 Able to travel independently between Centres if required	Essential		Interview
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria