

Job Outline

Post Title: Gym and Activities Instructor

Location: Birtenshaw Gym and Activities Centre
Crompton Way
Bolton
BL2 2PE

Terms: Equivalent to NJC Point 06 – 08: £19,698 - £20,493

37 hours per week arranged to best meet the needs of Birtenshaw

Holiday Entitlement: 22 days annual leave and 08 public holidays

Overall Purpose of Job

To maximise opportunities for children and young adults supported by Birtenshaw to participate in a full range of gym based and sporting activities.

Key Responsibilities

1. To assist in devising and delivering gym programmes to enhance the experiences of children and young adults supported by Birtenshaw and to work with care and education staff teams to encourage maximum participation.
2. To develop and maintain links with other private, statutory and voluntary organisations that are able to offer opportunities for sporting and recreational activities.
3. To deliver, plan and evaluate P.E lessons following a curriculum in a school environment.

General Responsibilities

4. To acquire resources as required.
5. To complete Risk Assessments as necessary and ensure they are adhered to.
6. To ensure effective management, maintenance and utilisation of resources.
7. To ensure all Health and Safety policies and procedures are in place and adhered to.
8. To be aware of and committed to equal opportunities principles and practices of Birtenshaw

General

This post is based at Birtenshaw Gym and Activities Centre but the post-holder is required to operate across all Birtenshaw services. Services are based in Bolton and Merseyside and will be on a staff rota across Birtenshaw School Bolton, Birtenshaw School Merseyside, Enrichment and Birtenshaw College.

Note

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the time of issue only and may be changed at management's discretion in the future.

As a general term of employment, Birtenshaw may effect necessary changes in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee's remuneration and status.

Person Specification

CATEGORY	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Experience		
Experience of working with disabled children and young adults through sport and physical activity in education, sport, health, community, leisure and/or recreation industries	E	A+I+R
Previous gym based experience	E	A+I
Experience of planning exercise sessions to suit the needs of disabled children and/or young adults	D	A+I
Knowledge, Skills, Abilities		
Clearly demonstrate knowledge and understanding of the aims of the Birtenshaw	E	A+I
Clear understanding of the benefits that physical activity and sport can bring to all	E	A+I
Organisational skills	E	A+I
Positive attitude to delivering a high level of customer care	E	A+I
Ability to work with competing deadlines and tight timescales	E	A+I
Ability to engage with key partners, including other employees, whilst maintaining good working relationships.	E	A+I
Ability to prioritise tasks and work on own initiative	E	A+I
Confident in using Word, Excel and PowerPoint	D	A
Ability to build trust and devolve responsibility and resources to partners/colleagues	D	A+I
Interpersonal & Social Skills		
Good communication skills in all formats	E	I
Enthusiastic with a positive 'can do' attitude	E	I
Able to influence, persuade and negotiate	E	I
Working in a team environment	E	I
Possess personal motivation, which inspires a strong commitment to working towards maximum participation	E	I
Confident	E	I
Ability to adapt	D	I
Education, Qualifications & Training		

Relevant Gym Instructor/Personal Training/Dance Instructor/Yoga/Aqua Aerobics instructor Qualifications (or willingness to undertake)	D	A
Commitment to Continuous professional development	E	I
Other		
Membership of a relevant professional body	D	A
Full and Valid driving licence and access to transport	D	A
Actively promote 'No Smoking' and other company policies	E	A + I