



Job Description

Job Title	Gym Supervisor and Instructor (Term-time only plus 2 weeks).
Department	P.E.
Grade	C
Location	City of London School
Responsible to	Director of Sport

Purpose of Post

- To supervise and monitor all activities that take place within the gym, supporting pupils and staff to achieve their health and fitness goals.
- To ensure the Gym is operating to health and safety compliance, and gym equipment is in working condition.
- To assist the PE Department in delivering curriculum and extra-curricular health-related fitness programmes.

Main Duties & Responsibilities

1. To be responsible for all opening and closing procedures of the gym.
2. Acting as the first point of contact on any gym enquiries, or concerns and responding within a timely manner.
3. To produce monthly usage figures, maintain an accurate database of pupils and staff, and report back to the Director of Sport.
4. Providing inductions, and “how-to” sessions to safely carry out activities, exercise machines and weights within the gym.
5. Providing health assessments to pupils and staff within the gym.
6. Monitor and coach pupils and staff to ensure their safety and the use of correct techniques when exercising therefore providing quality member experience.
7. Maximise experience, usage and participation through training, coaching and role-modelling expertise within the gym.
8. Deliver regular group exercises, circuit training, strength and conditioning and functional fitness training.
9. To always ensure a safe and healthy environment, and requirements of the Children’s Safety Guide is followed throughout the gym.
10. To produce Health and Fitness performance reports, based on income and usage levels, reporting back to the Director of Sport and Deputy Head Co-Curricular and Operations.
11. To work closely with the PE Department to deliver a health and fitness curriculum and extra-curricular Health-Related Fitness programme.



12. To promote a positive role model for health and wellbeing to pupils ranging from 10-18 years old.
13. To motivate and inspire pupils, managing their performance and delivering a culture of development and progression.
14. Create a positive and welcoming environment where pupils enjoy to train.
15. To use creative methods to promote both new and existing opportunities for pupils and staff to increase participation in sport and physical activity.
16. Contribute towards the broader work of the PE Department to continuously improve the pupil experience and wider school strategy objectives.
17. To work closely with the Events and Lettings Manager in commercial viability of the Gym for profitable events and lettings business aiming to generate profits in support of the lettings business.

General

- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy. If while carrying out the duties of the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Designated Safeguarding Lead.

Revision of Job Description

According to the development and requirements of the School, Job Descriptions will need to be revised and updated periodically, after consultation with the Jobholder.

The City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Signed:

Date:

Person Specification



Job Title	Gym Instructor
Department	Sports
Grade	Proposed C

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

- Educated to A-Level or possess an equivalent level of skills, knowledge, and experience.
- Level 2 Diploma in Instructing Exercise and Fitness.
- Recognised CIMSPA or REPs qualification.
- First Aid Qualification or willingness to undertake.

Experience Required

- Experience of working within the fitness industry including, fitness instruction and personal training with Experience of working with the needs of a broad range of Fitness members.
- Experience and/or interest in coaching a range of sports, specialist coaching qualifications desirable but passion and interest equally valuable.
- Proven experience of working with a variety of personalities to enable them to reach their potential health and fitness goals.

Technical Skills & Knowledge

- Excellent communication skills across a variety of customer groups and ability to forge good relationships with a variety of departments or for user groups.
- Knowledge of the importance of physical fitness to individual health and wellbeing.
- Ability to establish rapport and respectful and trusting relationships with pupils within the age range of 10-18.
- Self-reflection and an openness to constructive criticism.
- Proven ability to prioritise workloads with an understanding of the need to balance competing pressures.
- Confident and competent in the use of ICT.
- A clear commitment to our pupils and their learning, wellbeing, and safety.
- Able to apply school policies and practices professionally.

Other Relevant Information



- You will be required to work 35 hours per week. The role is offered as Term Time Only, 36 weeks per year, plus 2 weeks during holidays.
- Working hours for this role are 11:15am to 19:15pm.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.