



JOB DESCRIPTION

POST TITLE

INSTRUCTOR / COACH

RESPONSIBLE TO

FACILITY MANAGER / DUTY MANAGER

JOB PURPOSE

To deliver a safe and effective activity / coaching session by complying with the relevant activity programme and the Coaches Code of Conduct.

DUTIES AND RESPONSIBILITIES

1. To devise and implement coaching sessions dependent upon qualifications as required.
2. To deliver appropriate activity / coaching sessions and comply with the specified coaches code of conduct.
3. To coach and develop a suitable environment appropriate for the ages and ability of the group.
4. To provide a quality leisure experience by guiding, motivating and instructing individuals throughout the class/session.
5. To foster good relations with the public.
6. To maintain class / session attendance records, registers and lesson plans and certificates gained, if applicable. To include the collection of receipts where applicable.
7. To conduct verbal screening /and in some activities complete pre - exercise questionnaires of customers, implement current procedures and ensure confidentiality at all times.
8. To provide guidance, support and supervision to Assistant Coaches during the delivery of the programmed activity, if applicable.
9. To assist in the appropriate advertising of activities and facilities including external demonstrations, exhibitions and talks.

General

To deal with customer/service enquiries in a professional and positive way. Ensuring that the service maintains a strong customer focus and remains committed to the principles of Charter Mark.

To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

To maintain any professional registration, licences or qualifications, which are essential to the post held.

To take reasonable care of any items of equipment and uniform issued by the Company and report any faults or maintenance issues to the relevant manager.

To be aware of and adhere to all Tees Active Ltd financial, legal, HR and administrative policies and procedures including all NOPs/EAPs and the HR Handbook.

To take reasonable care of your own health and safety and co-operate with management so far as necessary to enable compliance with the Company's health and safety rules and legislative requirements.

To adhere to any professional and Company Codes of Conduct, as appropriate.

To comply with the Company's Appearance Code ensuring that uniforms and name badges are worn, as required.

To comply with the Company's Employee Guide to Information Security including relevant legislation, ensuring that confidentiality is maintained for all staffing, management, customer and supplier information.

To carry out the duties of the post with full regard to the Company's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery. Ensuring that colleagues are treated in a fair and consistent manner and that the service maintains a strong commitment to the principles of the Equality Standard.

To be peripatetic between work areas and venues, as and when required.

The above tasks and responsibilities cannot fully encompass all that is required of the post- holder. It is expected that the postholder will undertake such other duties and responsibilities commensurate with the salary band and nature of the post.

I accept this job description as an accurate record of the duties and responsibilities of this post.

Signed Date



PERSON SPECIFICATION

POST: INSTRUCTOR / COACH

	ESSENTIAL	DESIRABLE
QUALIFICATIONS / EDUCATION	<p>Hold a recognised + valid qualification. e.g. REPS accredited, ASA or a specialist qualification recognised by the appropriate governing body.</p> <p>Show evidence of keeping training/qualifications up to date.</p> <p>Hold affiliation/membership to the recognised governing body i.e. BGA, REPS, WHEEL OF YOGA, where appropriate.</p>	<p>Current First Aid qualification.</p>
SKILLS/EXPERIENCE	<p>Proven experience of coaching in a similar environment, delivering coaching session/classes for both beginners and advanced participants.</p> <p>Good communication skills both oral and written.</p> <p>Flexible approach to work as there would be a need to work evenings and weekends.</p> <p>Excellent interpersonal skills and an ability to deal with a wide range of clients.</p>	<p>Diplomatic approach to both customers and staff.</p> <p>The ability to respond to individual needs and demands.</p> <p>Ideally you will have an Outgoing personality with an enthusiastic approach to coaching.</p>