

Profile Title:	Group Exercise Instructor	
Responsible To:	Group Exercise Coordinator Duty Manager Leisure Centre Manager	
Responsible For:	None	
Post Reference:		
<u>Vision and Values</u> <i>"Inspiring people to live active healthy lives"</i> • <i>We are always improving</i> • <i>We care</i> • <i>We make a positive difference</i> • <i>We are customer focused</i> • <i>We are one team</i>		
Purpose of Post:		
To provide high quality instruction and ensure that fitness classes are conducted safely and effectively, promoting development and enjoyment to a wide range of customers.		
Responsibilities:		
• To ensure that all equipment, music systems and the activity area is fit for use prior to commencement of the class. • To collect tickets at beginning of class and feedback attendance numbers to reception so classes can be monitored in accordance with agreed monitoring procedures. • To ensure fitness classes take place on time in accordance with the centre's class timetable. • To support in the promotion of sessions as required. • To follow agreed uniform standards by wearing uniform issued as part of that standard. • To have full knowledge of Normal Operating Procedures and Emergency Action Plans relevant to the work area, understanding the role to be played in the procedures/plans. • To report defects to any equipment promptly to the Duty Manager, taking damaged items out of use if they present a potential hazard. • To maintain a high level of competence and ensure that all necessary qualifications for the post are maintained and renewed when required, with appropriate insurance if applicable. • To carry out duties in accordance with Oldham Active equality and diversity policies and practice in terms of employment and service delivery to ensure that colleagues and service users are treated in a fair and consistent manner and that services are delivered with sensitivity to the needs of the users. • To ensure that Oldham Active Child Protection Policy is adhered to, ensuring the safeguarding of children and vulnerable adults in your care.		

Criteria A: Essential D: Desirable		Method of Assessment A: Application I: Interview T: Task	
Education and Training:		Criteria	Method of Assessment
Relevant Fitness Class Qualification		A	A/I
Relevant Experience:		Criteria	Method of Assessment
Understanding and appreciation of the importance of excellent customer service.		A	A/I
Previous experience class delivery		D	A/I
Skills and Abilities:		Criteria	Method of Assessment
Ability to communicate with adults and young people		A	A/I
Self-Motivated		A	A/I
Group leadership qualities		A	A/I
Understanding the importance of safety issues		A	A/I
Good organisational abilities		A	A/I
Able to plan and run sessions using equipment		A	A/I
Additional Requirements:		Criteria	Method of Assessment
Available for work on a regular pattern		A	A/I
DBS Check required		A	A/I
Able to work unsociable hours including week-ends/evenings/bank holidays		A	A/I
Good attendance record		A	A/I
Commitment to and an understanding of equality and diversity issues within a diverse and multicultural environment		A	A/I