**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Place** | **SERVICE GROUP: Sport and Culture** |
| **POST TITLE: Casual Fitness Instructor - Coach** | **REPORTS TO: Duty Officer / Fitness Co-Ordinator** |
| **GRADE: Dependant on Fitness Class;  £22.71 – £28.36 per hour** | **SAP POSITION NUMBER: 11005687** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | |
| * Lead engaging and accessible fitness classes for participants of varying abilities. * Develop lesson plans, demonstrate techniques, and offer guidance to ensure that customers are performing activities correctly and avoiding chances of injury. * Carry out dynamic risk assessments and ensure sessions comply with health and safety legislation and council standards. | | | |
| **Main Responsibilities of Post:** | | | |
| Duties and responsibilities include:   1. Design and plan fitness classes tailored to the needs and abilities of all ability levels 2. Provide clear instruction of the different movements and techniques required in the class 3. Monitor customers during activities / classes and provide advice if needed 4. Provide guidance and support to customers, ensuring their safety and comfort during the practice 5. Promote the benefits of attending regular fitness classes, such as increased flexibility, better stress management, and improved overall health and fitness 6. Maintain a clean, and safe environment 7. Maintain industry standards with continuous training, by completing CPDs to remain up to date with modern fitness techniques, styles, trends and teaching methods 8. Handle administrative tasks such as scheduling classes, maintaining attendance records, and processing payments if appropriate. 9. To ensure adequate safety measures are undertaken to comply with the Health and Safety at Work Act e.g. C.O.S.H.H., electricity at work etc. Must implement systems and procedures i.e. EAPs, NOPs etc. 10. To undertake routine clerical and administrative duties in line with existing procedures.   Aqua Classes - NRASTC Light Duties   1. To be responsible for the lifeguarding duties during programmed sessions including the safety and supervision of the pool users in accordance with procedures and policies of Pool Supervision EAP and NOP. Required to undertake appropriate lifesaving and resuscitation of customers in difficulty if required. 2. To attend in-house mandatory training and regular NRASTC Light training and external training sessions course as and when required or directed by the Duty Officer. Reports directly to the Duty Officer. Works within set systems and procedures. Expected to work on own initiative and within a team. Reports any issues or problems to the Senior Attendant/Duty Officer. Makes routine day to day decisions within set systems and procedures. Seeks advice from appropriate sources where required i.e. Senior Attendant / Duty Officer / Operations Manager / Senior Manager. | | | |
| **Structure:** | | | |
| **Special Knowledge Requirement. Will be used for shortlisting.** | | | |
|  | | | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | |  |
| Due to the Government’s Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.  You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview). | | | X |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of  work | | | X |
| Uses a range of complex IT packages relating to area of work | | |  |
| Ability to adopt a process of continual improvement and suggest ways of  working more efficient and effectively to improve service delivery. | | | X |
| Knows and understands how to use, interpret, handle and communicate  information | | | X |
| **Relevant experience requirement: Will be used for shortlisting** | | | |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet either the advanced threshold level outlined under Special Knowledge above. | | | |
| **Relevant Professional Qualification Requirement** | | | |
| Qualification to instruct specific fitness classes, as an example; Studio Cycling, Yoga, Zumba or Kettlebells. | | | |
| **Core Employee competencies to be used at the interview stage** | | | |
| **Carries Out Performance Management** | | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | | |
| **Communicates Effectively** | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | |
| **Carries Out Effective Decision Making** | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Working Conditions:** | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | | |
| **Special Conditions:** | | | |
| You will be informed if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | | |
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| **Compiled by: C. Reynolds**  **Date:** | **Grade Assessment Date:** | **Post Grade: Casual** | |