

JOB DESCRIPTION

Job Title:	Gymnastic Activities Instructor
Directorate:	Resident Services
Division:	Environment and Streetscene
Business Unit:	Leisure Services
Grade:	Flexible worker, hourly rate from £12.10 to £15.62 (depending on qualification)
Responsible to:	General Manager, Service Manager, Lead Coach or Head Coach

Main purpose of post

You will be responsible for teaching a variety of gymnastics lessons. Coaches will also be required to assess participants against an award scheme.

Principle Responsibilities

Teach high quality gymnastics at the following levels:

- Pre School (additional CPD will be required)
 - Fundamental
 - Preparation
 - Novice
- Deliver lessons that are safe, fun and progressive
 - Safe coaching and supporting skills
 - Complete registers and assessments of participants using hand-held devices
 - Completing or assisting with equipment set ups
 - Completing or assisting with warm-ups and cool downs
 - Assisting with the assessment process (award scheme and skills matrix)
 - Providing parental feedback where required

Personal Development

- Motivated to achieve the next level of qualification (where required)
- Enthusiastic to attend development days and training sessions to upskill and increase gymnastics knowledge

Other

- To act in accordance with, and actively promote all Active Lambeth's policies and standards.
- To undertake any other duties required with the roles level of responsibility

PERSON SPECIFICATION

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Key Knowledge	K1	Understand the skills and requirements needed to progress pupils through the gymnastics programme	A✓
	K2	Minimum British Gymnastics Activity Instructor	A
	K3	Other qualifications can be considerable	
Relevant Experience	E1	Applicants must be able to demonstrate experience within a Gymnastics school or leisure centre environment.	A✓
Skills	S1	Minimum British Gymnastics Activity Instructor	
	S2	Other qualifications can be considerable	
Key Behaviours	B1	<p>Focuses on people</p> <ul style="list-style-type: none"> • Lead the provision of a helpful, competent service, sensitive to the needs and aspirations of our diverse communities. • Consider the people who our work affects, internally and externally, when planning and delivering services. • Act with integrity and honesty when dealing with people. • Respect and help to achieve service goals and targets. • Be open, flexible and available; and be approachable and positive for own area of work and other services. 	
	B2	<p>Takes ownership</p> <ul style="list-style-type: none"> • Take responsibility for driving and delivering excellent services in line with performance and finance targets, statutory deadlines and timescales. • Be proactive and take ownership of personal, team and service objectives, 	

		<p>identifying problems and spotting and seizing opportunities, taking action as required in order to mitigate risk, and improve practice and performance, in order to drive excellence.</p> <ul style="list-style-type: none"> • Be flexible, accessible and accountable to senior managers, Members, partners and the community. • Take responsibility for keeping up to date with legislative and policy updates, and best practice, applying these locally to ensure compliance and drive improvement. • Positively engage in one to ones, appraisal processes and team and partnership meetings and activities, and seek opportunities to reflect and improve. 	
	B3	<p>Works collaboratively</p> <ul style="list-style-type: none"> • Build good relationships and work effectively with local partners to achieve positive outcomes. • Manage relationships and partnerships for the long term – sharing information, building trust, constructively and openly tackling conflict and finding win/win solutions. • Work with colleagues and partners to develop policies and approaches to support them. • Actively seek feedback on own performance and that of the wider team. • Share information, best practice and ideas with relevant colleagues, partners, networks and groups, translating these into service improvements to optimise positive results. 	
	B4	<p>Communicates effectively</p> <ul style="list-style-type: none"> • Give clear, accurate and timely guidance and advice on all aspects of Markets and Street Trading to enable informed decision-making and management. • Ensure that all published information and documentation on Markets and Street Trading is concise, accurate, complete, easy to understand, reflects current legislation and meets all relevant deadlines. 	

		<ul style="list-style-type: none"> • Ensure that self and team reflect the Council's overall objectives and aspirations in written communications and documentation and in interaction with partners and colleagues. • Motivate and engage staff, and celebrate success. 	
	B5	<p>Focuses on results</p> <ul style="list-style-type: none"> • Take responsibility for Markets and Street Trading, meeting all relevant deadlines, and ensuring adherence to legislative and organisational timescales. • Take responsibility for meeting income targets through managing and monitoring programmed actions and activity. • Set expectations of standards. • Manage and subscribe to individual and service performance management, taking swift mitigating action where performance falls below target. 	