

Job

DESCRIPTION

- 1. Job Title:** Lead Sports Instructor
- Name:**
- Department:** Resources
- Section:** Lymington Health & Leisure
- Band:** 4
- Post No:** P01687
- Car Allowances:** None

2. Main Purpose

To take the lead in group and individual classes in line with the Sport's professional body syllabus and best practice as part of the Centre's programme of courses.

To motivate and inspire others to develop their skills in the sport.

Note: This is a generic job description for all Lead Sports Instructors who are employed to instruct lessons and courses therefore the precise requirements will differ according to the particular activity and the syllabus requirements.

3. Position within organisation:

Post Holder responsible to:	Shift Manager
Post Holder responsible for:*	Assistant Instructor if appropriate
Post Holder indirectly responsible for:	None
Post Holder responsible for budgets:	No

4. Main Duties:

- To plan a full session of activity that is appropriate to the level of ability, course syllabus and encourages learning.
- To ensure lessons progress from session to session, identifying learners' abilities and ways of improving techniques.
- To encourage and motivate pupils, establishing good rapport with all customers, maintaining a high standard of customer care and a positive and professional approach in all contact with customers and other employees.
- To ensure registration, monitoring and assessments for pupils are carried out, using correct processes and/or software as required by the Centre on time and accurately.
- To ensure that equipment provided for the session is safely set up and that any equipment and safety checks are completed before the start of the session.
- To meet with other Centre employees or the parents to discuss progress if required.

- To keep up to date with Best Practice and teaching methods by attending ongoing training or training required by the professional body.
- To abide by all health and safety regulations and procedures and ensure the safety of pupils in the session.
- To organise and supervise assistants and helpers when appropriate.
- To attend training sessions at the Centre from time to time and take part in emergency evacuation drills.

5. Skills, Knowledge and Experience:

- A formal qualification in the sport from the National Governing Body
or
- UKCC level 2 or equivalent
- Other qualifications may be required for other water based activities such as Life Saving if instructing classes of a specialist nature.
- Good interpersonal skills and the ability to encourage and motivate people and put them at their ease.
- The ability to plan progressive classes, adapting resources and practices to the specific individual or group.
- The ability to identify and correct faults so as to assist the pupils in gaining skills and increasing confidence.
- The ability to demonstrate perseverance and patience with slower learners.
- The ability to assess pupils against predetermined criteria set by the Centre or a national body.
- Good ICT skills, in order to use electronic devices for registration, notes and communication.
- An awareness of equality and diversity issues, including those related to sport and disability.

6. Problem Solving

A degree of creativity will be required in structuring challenging, enjoyable and progressive activities and responding to individual needs and personalities within the session time.

Session content will be related to specific qualifications and draw on an individual's own teaching experience.

Difficult or unusual issues will be referred to the Shift Manager. Assessments and recommendations will be made against set criteria.

7. Decision Making

The Lead Sports Instructor will work largely unsupervised usually within a team situation. The work will be done against a background of agreed standards and award criteria.

The Lead Sports Instructor will need to decide how best to ensure learning and development of individuals is achieved. This will involve deploying different motivations and instructing techniques.

8. Operational Responsibility

The Lead Sports Instructor will be directly responsible for the members of the class during the lesson period.

The Lead Sports Instructor will be responsible for ensuring all safety standards are followed in all sessions and must be able to understand and follow emergency procedures if required.

The Lead Sports Instructor is responsible for ensuring the lessons are well planned, enjoyable, safe, technically sound and appropriate to the level of ability of the customers.

The Lead Sports Instructor may be responsible for overseeing an Assistant Instructor during the lesson period but will not be responsible for setting overall objectives as lessons will follow pre agreed guidelines and standards.

9. Communication:

Good communication skills are a key feature of this job. The ability to motivate, encourage and build rapport to all customers is essential.

Internal	Other instructors, Health & Leisure Centre management team	10%
External	Members of the public, parents and children	90%

10. Working Conditions:

Instructors work in a modern Health & Leisure centre with good access to all facilities.

Depending on the nature of the activity a high level of fitness may be required.

Swimming - working in a pool environment the conditions will be warm, humid and noisy but will not be endured for prolonged periods.

11. Special Features

There will be a requirement to work in the evenings and at weekends.

12. Signatures:

Job Holder: _____ On Behalf of New Forest District Council

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Date:

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