



# CLAYESMORE

## D O R S E T

<b>Job Title</b>	<b>Activity Club Assistant</b>
<b>Responsible to</b>	<b>Sports Centre Manager</b>

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### **Role Overview**

The primary purpose of this position is to provide instruction/supervision in the specified activity which is enjoyable, safe, appropriate to the ages and abilities of the pupils, and technically sound; to plan the sessions in advance and write up notes as may be appropriate or as required and to ensure lessons progress from week to week and session to session to maintain the interest of the class and promote learning.

### **Responsibilities and Duties**

- To work as part of a team of instructors providing lessons for groups and individuals as part of the Centre's programme of sports and activities
- To create a learning environment which is fun, safe, appropriate to the activity, technically sound and learner centred
- To plan a full session of activity that is appropriate to the level of ability, course syllabus and encourages learning
- To build a rapport with the class using names where possible
- To take a register at the start of each lesson, write brief progress notes and assess each pupil, advising on the most appropriate class for the next set of lessons where applicable
- To complete all records and paperwork required by the Centre on time and accurately
- 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 safety regulations and procedures and ensure the safety of pupils in the session.

## **Skills, knowledge and Experience**

A formal qualification in the instructed sport or activity where required. Other qualifications may be required as specified by the National Governing Body if taking classes of a specialised nature.

Good interpersonal skills and the ability to relate to children and adults in a friendly but authoritative way. The ability to communicate effectively and clearly to people of all ages and abilities. A good degree of maturity will be required and individuals will need to have good life skills.

The ability to plan progressive classes, adapting material and practices to the specific individual or group.

The ability to analyse and correct faults to assist the pupils in gaining skills and increase confidence.

The ability to plan and organise groups and individuals and work to a predetermined syllabus.

The ability to assess pupils against predetermined criteria set by the Centre or a national body.

Where instructing on or around the poolside the post holder must hold a current and valid NPLQ or National Rescue Award for Swimming Teachers and Coaches (NRA) certificate which requires the ability to administer basic lifesaving skills.

Basic literacy skills so as to be able to make notes and complete recommendation slips.

## **Problem solving**

The work will be routine but varies, requiring the ability to respond to the immediate demands of customers and to make routine operational decisions, ensuring the smooth running of the Centre. Attention to detail and the ability to plan and organise activities within general guidelines.

## **Complexity and Creativity**

A degree of creativity will be required in formulating 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 discussed and agreed with a Shift Manager. Assessments and recommendations will be made against set criteria.

## **Operational responsibility**

The instructor will be directly responsible for the members of the class during the lesson period. Instructor to pupil ratios are set as per NGB guidance.

## **Communication**

The post holder has a range of work contacts. These can be listed as follows:

Sports Centre Staff	(25%)	Other School Staff	(5%)
Public and customer groups	(70%)	Contractors	(0%)

The post holder will need to have excellent communication skills especially when dealing with the public.

**Working conditions**

The post holder works in a well maintained Centre where there are facilities and procedures in place to minimise the risk to health and safety. The mix of activities undertaken requires some computer use. The job will involve a degree of physical activity, walking, standing and assisting in the manual handling of large equipment (for which guidance is provided); however a degree of physical fitness is essential. Although at times will be working with others the postholder takes responsibility for the safety of the class and needs to be able to administer first aid. When working in a pool environment the conditions will be warm, humid and noisy and may be endured for prolonged periods.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

This is a generic job description for all Sports/Activity Instructors who are employed to instruct and/or supervise group or individual lessons as part of the centres programme. Precise requirements will differ according to the particular session being conducted and the syllabus requirements.

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(Job Holder)

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(Human Resources Manager)

Date: .....

Date: .....

**Date reviewed :**       **May 2018**  
**Reviewed by :**       **Sports Centre Manager / Human Resources Manager**

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