



# OUNDLE

School

## Class Instructor

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

As well as providing new and improved facilities for the School's pupils, the new Sports Centre facility has been designed to allow increased access to local residents, sports clubs and schools. It includes a large sports hall, 50m swimming pool, 50 station fitness suite, multiple dance studios and café. The new centre also hosts the Schools match-day entertainment for visiting school teams.

After accommodating the educational and social demands of pupils, the School is eager to develop wider access to the Centre and encourages participation by the local community in a range of sports and leisure activities organised and managed by the Centre staff. The Centre is managed by the School's trading company on a commercial basis. Critical to the success of the Centre is a commercially targeted and client focused staff team. Staff readily accept the responsibility of representing the School and Enterprise company in the local community.

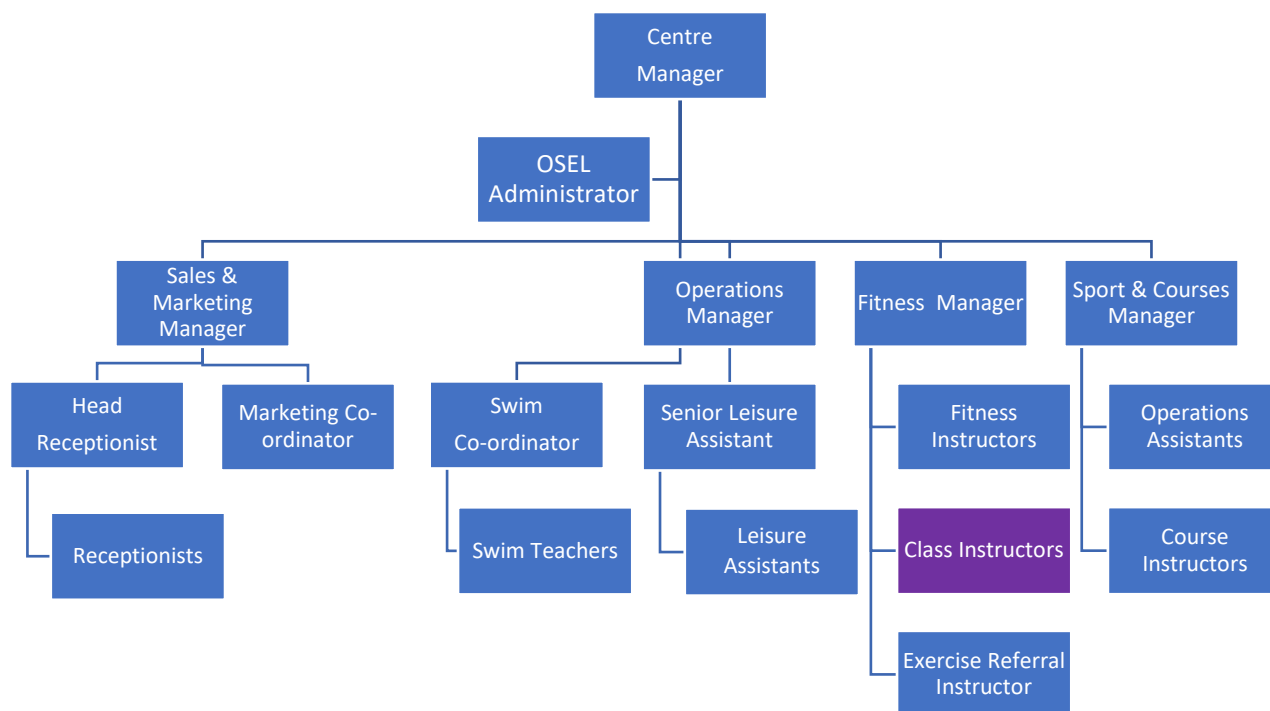
Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



August 2024

## Role details

Working within the Sports Centre team, the role holder will report to the Fitness Manager.



The purpose of the role is to deliver fitness and exercise classes which motivate, educate and encourage adults and children of varying abilities.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

### Responsibilities

- Plan and deliver various types of fitness and exercise classes and health related training.
- Ensure class needs are met through routines and organisation.
- Work with and motivate class attendees to ensure they are performing exercises and activities correctly and safely.
- Ensure safe provision of all equipment and ensure it is used correctly and to operate within Health & Safety guidelines and undertake risk assessments.
- For the duration of the class to instruct, provide feedback and encouragement to participants
- Welcome all participants in a professional and friendly manner.
- Prepare effectively for classes and share educational information with class participants.
- Log and report any incidents/accidents or any other concerns to a Manager.
- Encourage members to reach their sporting, activity, fitness and wellness goals.
- Keep up to date with fitness and related activity trends and demands.
- Ensure the safeguarding of all children and vulnerable adults.

## Duties

- Ensure all classes run to scheduled times and facilities are set up appropriately.
- Ensure the class programmes are safe and appropriate to the needs/abilities of the participants involved and provide supervision and assistance to all participants.
- Recognise your key role in the development of classes.
- Present and conduct yourself in an appropriate manner with courtesy and regard for others.
- Arrange cover for any planned absence and inform the Fitness Manager of the changes in good time.
- Wear suitable clothing for teaching.
- Attend progress and award meetings.
- Liaise with managers to focus on ways to improve the Centre.
- Attend activities completed at the Centre as required to enhance your product knowledge to support customer service and your ability to actively promote the Centre.

## Personnel

- Comply with the Oundle School Staff Code of Conduct.
- Represent the company whilst on site in the appropriate manner, including whilst arriving and departing site.
- Wear appointed and appropriate uniform.
- Maintain your qualifications, ensuring they are up to date and relevant.
- Attend team meetings and complete monthly training as required including;
  - Customer care
  - Product knowledge training
  - Emergency action plans
  - Communications
  - CPD as appropriate to the role.
- Respect colleagues by meeting common goals and standards;
  - Arriving on time or communicating late attendance
  - Acknowledge, record and report employees and colleague's concerns.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
Up to date and valid certification for class being delivered	•		Application form Interview
Exercise to music qualification		•	
Aqua/ weights to music qualification		•	
Other sports/coaching qualifications		•	
Skills and Experience	Essential	Desirable	Method of assessment
Ability to instruct clients of varying ages and abilities	•		Application Form Interview Assessment Exercise References
Proven track record of class or course instructing	•		
Personal qualities	Essential	Desirable	Method of assessment
Confident with the ability to enthuse and motivate clients	•		Application Form Interview Assessment Exercise References
Flexible with regards to availability	•		
Excellent communication skills	•		

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

**How to Apply:** Candidates should download the application form at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies) and submit via email (preferred) or post to:

E-mail: [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk)

Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE

Candidates should familiarise themselves with the School's recruitment and associated policies on the School's website.

## Information for applicants

Start date	As soon as possible, subject to notice period and pre-employment checks
Hours of work	Variable, depending on customer demand.
Working weeks	This is a 52 week role and is not affected by Oundle School Term times.
Contract term	Casual.
Remuneration	Salary is competitive and dependent on the class you are delivering and therefore qualified to teach.
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. Any official closures of the Sports Centre (currently Christmas Day, Boxing Day and new Years' Day) is classed as non-working days. You are not required to use your holiday entitlement for these closure days.</p> <p>Any public holiday when the Sports Centre is open will be classed as a normal working day for the purpose of rotas and you will receive your normal rate of pay for working on those days.</p>