

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job Description for the post of:**

## **Gymnastics Assistant Coach**

**Accountable to:** Head of Sports Services

**Responsible to:** Gymnastics Head Coach

**Purpose of Job:** To help organise, promote and deliver a varied programme of coaching suitable for the target audience, involving the set up and dismantling of equipment and ensuring participants' safety and well-being throughout the session.

### **Main Duties and Responsibilities**

- 1) To assist with the delivery of high quality coaching and instruction and up to date advice to the level of qualifications.
- 2) To supervise all users ensuring that Health and Safety standards are maintained.
- 3) To co-operate with Head Coach in the running of each session.
- 4) To assist other coaches in the preparation, running and evaluation of each session.
- 5) To undertake general cleaning and labouring duties when required and maintain standards of hygiene and cleanliness of all areas, at all times.
- 6) To undertake administrative duties as required by the role, particular in terms of registers and payments, respecting confidentiality at all times.
- 7) To administer first aid as required (if qualified) and complete appropriate records.
- 8) To notify the Head Coach of any issues or customer complaints that arise during activity sessions.
- 9) To ensure that customer care standards are maintained at all times and provide assistance and advice to customers using the facilities.

- 10) To act in a responsible and appropriate manner at all times in accordance with the Governing Body Code of Conduct, ethics and best practice.
- 11) Undertake appropriate training, development and attend meetings as required to ensure that qualifications are kept up to date.
- 12) Adhere to all Edge Hill's policies and procedures, including Equal Opportunities, Health and Safety and Working with Children.
- 13) To undertake any other duties as required by Activities Manager or a member of the Sporting Edge Management Team.

**In addition to the above all Edge Hill University staff are required to:**

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

**Rate of Pay:** £8.68 per hour

**Hours:** As required

**Sessions:** 5.5 hours per week  
Saturday 9:00am-3:00pm

**Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.**

**It is important to note that the successful applicant will be required to undertake a Criminal Records Bureau enhanced disclosure and that this will form part of the conditions of offer of employment.**

## PERSON SPECIFICATION

### Gymnastics Assistant Coach

**CRITERIA:** Applicants should provide evidence of their ability to meet the following criteria:

Job Requirements	Essential	Desirable
<b>Qualifications</b>		
British Gymnastics Level 1 Qualification	*	
British Gymnastics Level 2 Qualification		*
First Aid Certificate.		*
Sports Coach UK Safeguarding or similar	*	
<b>Skills, Abilities and Knowledge</b>		
Experience of teaching children's gymnastics classes.	*	
Ability to teach a variety of age groups and abilities.	*	
Knowledge of good practices recommended by the British Gymnastics regarding tuition procedures.	*	
The willingness and proven ability to work as part of a team.	*	
Excellent oral communication skills and the ability to deal effectively with people at all levels.	*	
The ability to organise your own workload and work to deadlines often in a pressurised environment.		*
To have a flexible and adaptable approach to work.		*
To have an understanding of Health and Safety requirements within a gymnastics environment.	*	
Evidence of having provided a courteous and efficient service to the public including children	*	
Ability to provide lessons that are both enjoyable and informative.	*	

Have awareness of Safeguarding guidelines and Equal Opportunities Issues	*	
Able to maintain confidentiality	*	
<b>Other</b>		
Be willing undertake further training and meetings as required	*	
Clear an Enhanced CRB disclosure.	*	
Willingness to participate in the Performance Review & Development Scheme.	*	