

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	<b>Leisure Assistant (Gymnastics)</b>	<b>Grade:</b>	<b>GG56</b>	<b>Job Code:</b>	<b>Unknown</b>
<b>Service/Team:</b>	<b>Salt Ayre Leisure Centre</b>	<b>Role Type:</b>	<b>Fixed</b>	<b>Reports to:</b>	<b>Swimming and Gymnastics Programme Coordinator</b>
<b>Line Manages:</b>	<b>N/A</b>				

### Job Overview

- To work as part of a team to deliver the teaching of gymnastics in line with IGA Guidelines and to develop participant's gymnastics skills using structured and progressive activities, as directed by a written lesson plan or by instructions from the coach responsible for the session.

### Direct Responsibilities

- Complete attendance registers every lesson and raise queries regarding continuous non-attendance from children
- Assist in the delivery of high quality, progressive coaching sessions appropriate to age and ability of group
- Report all accidents and incidents to the Swimming and Gymnastics Programme Co-Ordinator or Leisure Supervisor on shift promptly
- To provide excellent customer service at all times, providing assistance and advice to centre users when appropriate, ensuring all customers receive a positive experience
- To provide a safe environment for children to participate in gymnastics sessions and complete daily inspections of equipment being used to ensure all participants are safe
- To provide spotting or supporting assistance to a more qualified coach when required and lead specific sessions while adhering to Lancaster City Council's Health and Safety Policies
- To ensure all gymnasts are participating fully in every lesson and all children are given the same opportunities
- Ensure that all relevant Health & Safety guidelines are adhered to at all times
- Ensure all Personal Data is managed effectively in accordance with Data Protection Policies and GDPR
- Safeguard the welfare of all the gymnasts and the coaches and raise any issues to the Swimming and Gymnastics Programme Co-Ordinator or the Duty Officer.

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### Primary Measurable Objectives

- To become familiar with the individual needs of gymnasts in each group
- To report any accidents, illnesses, safety hazards, behaviour issues or safeguarding concerns to the Swimming and Gymnastics Programme Co-Ordinator or Leisure Supervisor
- To take an active approach to developing technical knowledge and coaching skills
- To undertake other duties commensurate with the level of the post, where reasonably requested by the Swimming and Gymnastics Programme Co-Ordinator or Leisure Supervisor
- To undertake any training and development appropriate of the current and future needs of the post
- Contribute to a harmonious and productive staff working relationship
- To assist in the preparation and operation of events and activities including the assembly and dismantling of equipment in a timely and safe manner

### Staff Management Responsibilities

- N/A

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<b>Person Specification</b>			
<b>Knowledge &amp; Educational Requirements</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Assessed by: App Form, Interview, Certificate, Test, Other...</b>
<b>Specialised Qualifications &amp; Training</b>	GCSE C Grade or above in English and Maths or equivalent qualifications and experience.  Willingness to learn.	Level 1 Gymnastics Qualification or above.	App Form, Interview, Certificate
<b>Experience</b>	Previous experience in coaching.		App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	Previous experience of working with Children in a sporting or educational environment.		App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	To be able to Communicate confidently with children, colleagues and Parents.		App Form, Interview
<b>Special Requirements/Other</b>	Ability to obtain an enhanced disclosure and barring service certificate.		App Form, Interview

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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	