



Casual Exercise Class Instructor

Closing Date: Sunday 16th April 2023

Interviews: Week commencing 17th April 2023

Responsible to:	Sports Centre Manager
Responsible for:	-
Salary:	Inspire Band J27 Fixed - £19.85
Working hours:	Casual post, evening and weekend shifts required

Inspire Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

We offer a positive working environment, we care about our learners and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this; contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects

all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its work places. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



**Inspire Trust is committed to...
Educational Social Responsibility
We are committed to a value led
educational provision.**

Inspire Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

Underpinning this ethos, Inspire Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,
Reflection, Risk taking and Relationships***



TRC
THOMAS ROTHERHAM COLLEGE

Job Description and Person Specification

Main Purpose of Job

Reporting to the Sports Centre Manager or his/her Deputy to assist in all aspects of day-to-day operation of the Sports Centre and its associated facilities and services.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

Sports Centre Reception Responsibilities	A	L	O
Assist with recruitment of new fitness studio memberships.	✓	✓	✓
To assist with appropriate marketing and promotional activities for TR Sports.	✓	✓	✓
To assist with the setting up and clearing away of equipment	✓	✓	✓

Advise, Liaison and Networking	A	L	O
To liaise with customers and other Sports Centre staff to develop and deliver the college Sports Development Strategy and policy.	✓	✓	✓
To provide customers with advice and information regarding Class, gym equipment, booking availability and membership packages.	✓	✓	✓

Other duties	A	L	O
To deliver appropriate fitness classes to members of the sports centre.	✓	✓	✓
To keep up to date with trends for exercises and fitness classes.	✓	✓	✓
To ensure that all internal Health and Safety procedures are appropriately carried out.	✓	✓	✓
To participate as appropriate in the college appraisal scheme.	✓	✓	✓
Any other duty or responsibility which might reasonably be required by the Sports Centre Manager.	✓	✓	✓



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Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers, and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Generic Skills	Essential	MoA
Demonstrates effective written, numerical and verbal communication skills.	✓	AF / I / R
Demonstrates the ability to work both as a team member and individually.	✓	AF / I / R
Demonstrates the ability to understand and master complex systems.	✓	AF / I / R
Demonstrates effective IT skills.	✓	AF / I / R

2. Personal and Professional Development	Essential	MoA
Experience of reception work.	✓	AF / I / R
Experience of managing electronic and paper-based record systems.	✓	AF / I / R
Experience of managing a cash register and cashing up.	✓	AF / I / R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy we have contracted with the Education Support Partnership and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.