

# J O B   D E S C R I P T I O N

TITLE: Relief Aquacise Instructor

SALARY: £19.28 per hour fixed rate

RESPONSIBLE TO: Sports Manager

## 1. MAIN PURPOSE OF JOB/JOB SUMMARY/OVERALL OBJECTIVE

- To assist your Line Manager, in the efficient, effective and professional delivery of the programme.
- To be responsible for the management, and supervision of the programme participants, under the direction of your Line Manager.
- To ensure that the service provided is operated at all times in accordance with all current legislation and statutory requirements (in particular the Health & Safety Act and the Child Protection Policy).
- To strive to improve the health and fitness and well being of participants.
- To recognise that return visits and customer retention is vital.
- To develop new routines with provide appropriate music and safe and fun exercises.

## 2. SUMMARY OF MAIN DUTIES/KEY TASKS OF THE POST

1. To be responsible for the safe and enjoyable operational delivery of the Health School sessions directed by your line manager.
2. Be responsible for the equipment for each session to ensure it is in clean working order, to inspect it before use, to ensure it is set up and stored safely and appropriately and to report any faults or damage to your line manager or a duty manager.
3. To ensure all participants have paid and been ticketed for each session and to take necessary action where appropriate.
4. To provide a point of information for all customers for any information updates and to promote WNPS activities and facilities.
5. To communicate to your class about relevant hazards and to undertake any assessments and evaluations of participants as required and where relevant.
6. To ensure that you are always up to date with new initiatives, fitness trends and make every effort to obtain additional qualifications and Continuing Professional Development/master classes.
7. To attend or implement any vocational courses as instructed by your line manager where appropriate.
8. To provide the highest levels of customer care and service delivery at all times in a friendly and approachable manner and to promote a professional image wherever possible to enhance the quality of service offered by the unit to ensure customer loyalty is maintained.
9. To initiate ideas on retaining and increasing the number of participants in the classes, nevertheless ensuring that the quality service is provided at all times.
10. To carry out any other duties that may be required from time to time by your line manager or the Management Team.

## 3. GENERAL DUTIES

- 3.1 To undertake the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.
- 3.2 To assist in the development of initiatives, e.g., Investors in People; Performance Management and Appraisal; Continuous Professional Development, etc.
- 3.3 To ensure that all activities are operated in accordance with Equal Opportunities.
- 3.4 To be aware of all current legislation governing Child Protection Policy and where relevant to your classes in assistance with your line manager.
- 3.5 To be aware of your role in the Emergency Action Plan (EAP) and follow the written procedures as instructed.

## Disclosure and Barring Service (DBS) -

This post due to its nature, duties and responsibilities, will be subject to a check by the Disclosure and Barring Service. The level of check will be an enhanced check. Should you have any queries in relation to this check by the DBS, please contact me.

You are also required to inform the Wales National Pool Swansea immediately if you are convicted of a criminal offence, after a DBS Application has been processed for you.

### REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly as part of the Performance/Appraisal process and may be subject to other variance. You may be required to undertake other tasks that can be reasonably assigned to you which is within your capability and grade.

SIGNATURE OF EMPLOYEE	SIGNATURE OF LINE MANAGER
Signed: .....	Signed:
Name: .....	Name:
Date: .....	Date:

**Person Specification**

<b>Post Title:</b>	<b>Relief Aquacise Instructor</b>	<b>Grade:</b>	<b>£19.28 per hour</b>
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**REQUIREMENTS FOR SAFE AND EFFECTIVE PERFORMANCE**

<b>Education Qualifications</b>	Level 2 Fitness Instructing (Aqua) qualification/ Water Fitness Instructor qualification A first aid certificate would be desirable.
<b>Experience</b>	Working with the public Experience of teaching in chosen activity
<b>Skills &amp; Abilities</b>	Ability to motivate users in the fitness classes. Able to work in a group situation. Leadership skills. Physically fit. Ability to demonstrate move. Ability to work as part of the team. Verbal communication and interpersonal skills. Ability to communicate in Welsh would be desirable. Flexibility in approach. Problem solving. Respond positively to change. Good attention to detail. Ability to work under pressure. Punctuality. Have a high level of pride in personal appearance. A commitment to sport, health, fitness and recreation.
<b>Commitment To Equal Opportunities</b>	Candidates should have a knowledge of the Wales National Pool's Equal Opportunities Policy and an appreciation of how the Policy affects procedures and practices.
<b>Special Requirements</b>	Able to maintain personal level of fitness to carry our training tuition Enhanced DBS check

## DISCLOSURE AND BARRING SERVICE (DBS) DISCLOSURE CHECKS

The Disclosure and Barring Service (DBS), an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service.

This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

The DBS can issue 5 levels of Disclosure Certificates, depending on the position applied for, namely Standard, Enhanced, Enhanced with ISA check (children), Enhanced with ISA check (adults) and Enhanced with ISA check (children and adults)

Prospective applicants should be aware that before any offer of appointment is confirmed the successful candidate will be required to complete an application for the appropriate level of disclosure; the Wales National Pool Swansea will provide the relevant DBS Application Forms. Proof of the successful candidate's identity will also be required in the form of the following: Passport, Driving Licence, Birth Certificate and Utility Bills.

Wales National Pool Swansea actively promotes equality of opportunity for all existing employees and prospective applicants. Candidates are selected on the basis of skill, qualifications and experience, and their match against the Person Specification. A criminal record will not necessarily bar applicants from working with the Wales National Pool Swansea. It will depend on the nature of the position and the circumstances and background of the offence.

Wales National Pool Swansea has a written Policy on the Recruitment of Ex-offenders, which complies with the DBS Code of Practice, and undertakes to treat all applicants fairly. The DBS's Code of Practice; the Wales National Pool Swansea Policy on the Security of Confidential Disclosure information and; information on the Rehabilitation of Offenders Act 1974 is available from the Sports Manager for Human Resources.

Further information about the DBS can also be found at [www.homeoffice.gov.uk/agencies-public-bodies/dbs/](http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/)