



POST TITLE : Instructor
SALARY : £Meets minimum wage rates
GRADE SCALE : 1 / 2 / 3
REPORTING TO : Darren Hill (Managing Director)
LOCATION : Schools in the local area
HOURS : Various hours depending on availability. Casual, part time & full time positions between 9am-5pm

QUALIFICATIONS :

- Minimum Level 1 Coaching Award
- Recognized first aid qualification
- DBS enhanced disclosure clearance

EXPERIENCE :

- Experience working with young people as a sports coach or dance instructor.

Sporting Dreams has grown significantly from starting in 1999. Our coaches and instructors are our most important asset. Our purpose is to improve the health and happiness of children and young people using sport and dance as vehicles.

KEY OBJECTIVES:

- Motivate, inspire, engage and educate young people through sport and exercise.
- Present a positive image of the company to customers and third parties.

DUTIES AND RESPONSIBILITIES:

1. COACHING/INSTRUCTING

- 1.1 Participate as a member of the Sporting Dreams Coaching Team.
- 1.2 Deliver various sports coaching or dance lessons to 4-12year olds.
- 1.3 Provide a lesson plan for each lesson. PE lessons and holiday activity camps.
- 1.4 Deliver lessons with enthusiasm and engaging all abilities and providing a fun positive experience.
- 1.5 Develop children’s knowledge, skills and understanding about sport and healthy exercise.
- 1.6 To promote and encourage socially acceptable positive behavior, rewarding and praising effort, fair-play and positive sportsmanship.

1.7 To encourage children to eat well and reduce the risk from serious diseases like diabetes, cancer and heart disease in later life.

1.8 Scouting talent and sign post children to local clubs.

1.9 Managing behavior: To explain to children the rules in terms of expected behavior and explain the consequences of misbehavior.

2. **ADMINISTRATION**

2.1 Record attendance registers and updates of emergency contact numbers.

2.2 Collect & record payments.

2.3 Record a weekly time sheet for hours worked.

2.4 Submit invoice / time sheet for work rendered.

2.5 Use computers (Word, Excel) to assist in duties.

3. **SAFETY & SUPERVISION**

3.1 Responsible for the health, safety and well-being of each child.

3.2 Responsible to find out before each lesson any medical conditions of children in your care.

3.3 Responsible for the supervision of every child in your care.

3.4 Know the exact number of children in your care and to regularly count to check each child is present before continuing to the next activity or location.

3.2 Create and maintain a safe and secure physical environment.

3.3 Minister and record first aid treatment. Or place the child in the care of a qualified first aider and provide information to parents about accidents/incidents. Report any incidents to the managing director.

4. **PROMOTING**

4.1 Assist promoting Sporting Dreams products and services.

5. **COMMUNICATION**

5.1 Show excellent communication with children, parents, teachers and work colleagues.

5.2 Provide consistent feedback to the managing director about all work issues.

6. **SYSTEMS & PROCEDURES**

6.1 Follow and commit to the Sporting Dreams systems and procedures.

6.2 Suggest and encourage system changes to improve the quality and efficiency of work.

7. **EQUIPMENT & STAFF UNIFORM**

7.1 Service, maintain and regularly monitor the condition of equipment.

7.2 Fully responsible for the loss of any equipment in your care.

7.3 Sign in & out equipment.

8. **APPROACHABILITY & PRIDE**

8.1 Fully approachable at all times and takes pride in appearance.

8.2 Wear the Sporting Dreams uniform with pride and to clean, iron tops to look presentable.

8.3 Professional approach to all work duties.

9. **CONSISTENCY**

9.1 Consistent with systems, procedures and all work matters.

10. **HEALTH, WELLBEING & HAPPINESS**

10.1 Lead by example and live a healthy active lifestyle.

10.2 Minimize sickness through eating well and having a well balanced diet and exercising regularly.

10.3 Positively contribute to creating a fun and happy atmosphere so all around me enjoy it as well.

11. **RAPPORT**

11.1 Professional, polite and courteous with parents, children, teachers and work colleagues.

11.2 Build a positive rapport with colleagues and clients.

11.3 Show interest in listening to others and work on building exceptional relationships with customers and colleagues.

11.4 Give praise, thanks and encouragement to customers and colleagues.

12. **CUSTOMER SERVICE**

12.1 To provide excellent customer service and strive at all times to perform to the highest standards.

12.2 To go that extra step to assist a client or colleague.

13. **EDUCATION & GROWTH**

13.1 Continually learning new skills through attaining new qualifications.

13.2 Research and book onto coaching courses.

14. **EXCELLENCE**

14.1 Continuously improve your standard of delivery.

14.2 Strive to achieve excellence.

15. **GENERAL**

15.1 An enhanced Criminal Records Bureau disclosure will be required for this post. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

CAREER GRADE: Scale 1 / 2 / 3

Scale 1 Must have a minimum 3months experience and knowledge of coaching sports to Young people.

Must Hold:
Level 1 coaching award

Scale 2 Must have a minimum 2years experience and knowledge of coaching Sports to young people.

Must Hold:
Level 1 coaching award
Level 2 coaching award

Scale 3 Must have a minimum 3years experience and knowledge of coaching Sports to young people.

Must Hold:
Level 1 coaching award
Level 2 coaching award
Level 3 coaching award

Progression: To Senior Coach Level