

Evaluation Date	27/5/14
Grade	13

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Gymnastics Coach (various disciplines)</b>	<b>Reports to:</b>	<b>Supervisor or DM</b>
<b>Department:</b>	<b>Operations</b>	<b>Location:</b>	<b>Edinburgh</b>
<b>Work Pattern:</b>	<b>Shifts</b>	<b>Contract Status:</b>	<b>Permanent &amp; Temporary</b>

### BACKGROUND

Edinburgh Leisure is Edinburgh's biggest provider of Leisure Services, welcoming approaching 5 million customer visitors a year to our 30 venues across the City. We have a total income of almost £30m and as a Not for Profit company, we proudly spend every penny of that on providing and developing our great range of services to make Edinburgh a healthier place.

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

**welcoming** all,  
each one of us **caring** about what we do,  
being **passionate** about how we do it,  
and feeling **proud** of what we achieve

### JOB PURPOSE

Deliver a range of gymnastics lessons to our customers in a safe, fun environment to ensure great customer service to develop their gymnastic skills.

### KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
<p>1. Assist the delivery of gymnastic lessons* to participants, providing ongoing feedback to participants and the Lead Coach.</p> <p>Work with, and provide assistance to other coaches in the delivery of lessons by working under the direction of the Lead Coach.</p>	90%

<p>Provide information to the Lead Coach to assist them in their role of giving on-going feedback on performance to parents or guardians as required e.g. responding to immediate issues as well as end of term progress.</p> <p>*The gymnastic lessons can be any from our programme that you are qualified to do, including (but not limited to): Gymnastics, Pre-school, Gym Nippers, Trampolining, Freestyle</p>	
2. Assist the Lead Coach in the creation and review of lesson plans – carrying out any work as requested (within your qualifications and to support your ongoing CPD).	5%
3. Assist the Lead Coach in the delivery of events, including the preparation of participants.	5%

<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	No direct reports
<b>Salary bill for all staff reporting:</b>	nil
<b>Responsibility for finance and level of financial control:</b>	No budget responsibility
<b>Responsibility for Physical Resource:</b>	To be trained in the set up and use of relevant gymnastics equipment, phone, radio and PC devices.
<b>Responsibility for Data and Information:</b>	Access to and responsibility for the safeguarding of customer data including; age and medical conditions of all participants.

## **GUIDELINES AND EXPECTATIONS**

<b>Authorities &amp; Limitations</b>
<p>You are required to use your professional expertise to deliver coaching as directed by your Lead Coach.</p> <p>You are expected to coach within the limitations as defined by your level of qualification – meaning that you can only deliver level 1 syllabus.</p> <p>You will always be operating under the direction of a Lead Coach, and the Lead Coach will support you and help develop your skills.</p>

<b>Communication &amp; Representing The Organisation</b>
<p>You will be required to teach a number of people of differing abilities, stages and ages. Working directly with both participants and colleagues you should be friendly, welcoming and helpful in your manner. You should be able to adapt your communication style to ensure you are easily understood.</p> <p>You will respect the needs and aspirations of each participant through the creation of a</p>

safe, fun and nurturing environment for the children to learn and reach their full potential in.

You should make recommendations when to progress participants through the programme and engage in regular feedback to participants and Lead Coach. Giving feedback can be challenging sometimes therefore a sensitive and diplomatic approach is required. You should at all times communicate openly with your venue management team to ensure information is shared in a timely manner and deliver great customer service.

You are expected to contribute your ideas and suggestions to maximise progression, consistency and customer experience for each term.

You will need to adopt a variety of communication methods when interacting with participants, be it through sign language, body language, singing and use of visual aids and props

### **Safeguarding Our Customers**

- Take an active role in the safety of yourself, your team, the facility and customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.
- When coaching you must ensure safety at all times:
  - Position yourself while coaching so that you can see all your group throughout the lesson.
  - Equipment used for the class must be set up correctly, inspected, fit for purpose and remain tidy at all times to prevent trip hazards.
  - Equipment must be used in a safe manner.
- You are expected to understand and fulfil your role (following training) in:
  - Scottish Gymnastics Code of Conduct
  - Edinburgh Leisure's Health and Safety policy
  - Edinburgh Leisure's Child Protection policy
  - Your venue's Emergency Action Plan (EAP)
  - Your venue's Normal Operating Plan (NOP)

### **Problem Solving**

It is important for every Gymnastics Coach to keep up to date of any changes to gymnastics rules and/or best practices to benefit your own development. You must attend ongoing CPD as agreed by your line manager.

Using your skills and knowledge you need to continually assess the skills and abilities of participants to ensure that they are in the appropriate class and are progressing.

You will assess participants on the Scottish Gymnastics Awards as required.

You will be working with a group throughout a term and you are expected to use your coaching skills to develop them and achieve the class objectives by the end of the term.

You need to be able to apply different approaches to help participants learn each skill, working out what approach suits each individual.

**Impact On Organization**  
 Our gymnastics coaches deliver quality coaching that enable participants to progress in gymnastics and remain in the programme. The gymnastics programme is growing, its success is reliant on high quality, safe teaching standards. As a coach you are the contact for participants and invaluable in providing a first class customer experience.

<b>JOB DEMANDS</b>	
<b>Physical</b>	The majority of time will be spent on your feet in a sport hall environment so a reasonable level of fitness is required. You will also be required on occasion to demonstrate the correct technique and use of equipment. You must also participate in regular staff training to ensure essential skills are maintained, such as moving and handling equipment and CPR.
<b>Mental</b>	You are expected to engage with all participants in your class with enthusiasm and share your passion for gymnastics. You should remain alert at all times to be able to respond quickly and effectively whilst coaching. You should be aware of time to ensure classes do not overrun.
<b>Emotional</b>	You will be required to respond to any emergency situation appropriately whilst on duty. You need to be able to deal with a range of emotional response from participants, from high excitement though to a lack of confidence. You need to be able to adapt your approach to get the best out of each participant.
<b>Environmental</b>	Our venues are busy places, and can often be noisy.

**PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable: (Fully Competent)</b>
<b>Qualifications and Attainments:</b>	Scottish UKCC Gymnastics coaching Level 1 in at least one of the following: <ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Preschool</li> <li>• Trampoline</li> </ul>	UKCC Level 1 in a second area: <ul style="list-style-type: none"> <li>• Babygym</li> <li>• Freestyle</li> <li>• Preschool Trampoline</li> </ul> First Aid for sports coaching Child Protection Positive Coaching Scotland Manual Handling <b>As you develop beyond this post you can consider the following:</b> UKCC Level 2 in one of the areas: <ul style="list-style-type: none"> <li>• Gymnastics</li> <li>• Preschool</li> <li>• Trampoline</li> </ul>

<b>Knowledge and Experience</b>		Experience of working as an assistant coach gained over at least 12 months of direct delivery
<b>Additional Requirements (e.g. competencies):</b>	<p><b>Communication:</b> the ability to convey and receive messages, verbally, non-verbally and written, in a positive and effective way.</p> <p><b>Problem solving &amp; decision making:</b> The ability to identify the right approach to take with each participant.</p> <p><b>Teamwork:</b> This is about how individuals behave toward other people and how this can impact on the dynamics and success of each team that they are part of.</p>	

<b>DISCLOSURE/PVG REQUIREMENTS</b>
PVG

**I have read and understand this job description and I am clear about what is expected of me in this job.**

**Signed .....**                      **Date .....**