

Evaluation Date	27/5/14
Grade	11

JOB DESCRIPTION

Job Title:	Gymnastics Coach (various disciplines)	Reports to:	Supervisor or DM
Department:	Operations	Location:	Edinburgh
Work Pattern:	Shifts	Contract Status:	Permanent & Temporary

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. Deliver gymnastic lessons* to participants recording a thorough assessment of individual needs, performance and progression to maximise their potential providing ongoing feedback to participants.</p> <p>Work with, and provide support to other coaches in the delivery of lessons by ensuring assistant coaches are utilized effectively and that they receive feedback on their performance.</p>	75%

<p>Give 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. Keep accurate records of all participants, class registers, lesson planning including research and review. to aid lesson cover and be able to share information at team meetings.	10%
3. Prepare, plan and review for all lessons to ensure consistency and quality standards are maintained.	10%
4. Lead the preparation and organisation for your classes' participation in the annual EL gymnastics events calendar.	5%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	No direct reports
Salary bill for all staff reporting:	nil
Responsibility for finance and level of financial control:	No budget responsibility
Responsibility for Physical Resource:	Check all equipment on a daily basis prior to use and report faults and makes recommendations for purchase or replacement. To be trained in the set up and use of relevant gymnastics equipment, phone, radio and PC devices.
Responsibility for Data and Information:	Access to and responsibility for the safeguarding of customer data including; age and medical conditions of all participants.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<p>You are required to deliver your coaching schedule as agreed with your line manager. The majority of your coaching timetable is planned in advance however you may need to respond to unforeseen problems. This may require a decision to be taken to cancel classes, arrange for alternative cover, or the redistribution of coaches on shift. Lesson delivery should meet the requirements of Edinburgh Leisure standards i.e. you follow pre-planned scheme of work. You must ensure that participants achieve each ability class criteria; you are expected to use your professional skill and knowledge to help them achieve this.</p>

You will be responsible for any Level 1 coach, volunteer or assistant working with you during each lesson, and may be responsible for their utilisation throughout the duration of their shift.

Communication & Representing The Organisation

You will be required to teach a number of people of differing abilities, stages and ages. Working directly with both customers 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.

You will respect the needs and aspirations of each participant through the creation of a safe, fun and nurturing environment for the children to learn and reach their full potential in. 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.

You should make recommendations when to progress participants through the programme and engage in regular feedback to participants and parents. Giving feedback can be challenging sometimes therefore a sensitive and diplomatic approach is required. You are required to keep accurate written records of your classes, compiling class registers and individual performance notes.

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.

Working in your team you should plan and prepare a scheme of work for the lesson term. You are expected to contribute your ideas and suggestions to maximise progression, consistency and customer experience for each term.

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 remain safe at all times:
 - Position yourself while coaching so that you can see all participants in your class throughout the lesson.
 - You must never leave the class during the delivery of a lesson
 - Equipment used for the class must be set up correctly, inspected, used correctly and remain tidy at all times to prevent trip hazards.
 - When working with an assistant you should ensure they are working safely whilst assisting the lessons.
- 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)

- Ensure that the venue and your area of work clean, tidy and presentable
- Supervise customer use of safety critical areas, such as behaviour while using equipment

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 are also expected to mentor and develop the Level 1 coaches who work with you. 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 have to respond to, and deal with issues that may occur. You are expected to resolve these matters wherever possible but have access to your line manager for escalation or further advice.

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.

JOB DEMANDS

Physical	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
Mental	You are expected to meet and greet all customers to the venue with enthusiasm. 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.
Emotional	You will be required to respond to any emergency situation appropriately whilst on duty. On occasion you will be required to deal with unwilling, upset participants who may lack confidence and adapt your approach to reassure and encourage them to join in.
Environmental	Our venues are busy places, and can often be noisy.

PERSON SPECIFICATION

Factor	Essential	Desirable: fully competent
Qualifications	Scottish UKCC Gymnastics	UKCC Level 2 in a second area:

and Attainments:	coaching Level 2 in at least one of the following: <ul style="list-style-type: none"> • Gymnastics • Preschool • Trampoline 	<ul style="list-style-type: none"> • Babygym • Freestyle • Preschool Trampoline UKCC Level 3 in one of the areas: <ul style="list-style-type: none"> • Gymnastics • Preschool • Trampoline First Aid for sports coaching Child Protection Positive Coaching Scotland Manual Handling
Knowledge and Experience:	Maintain regular CPD and attendance at training to ensure competence and compliance with NGB standards. You must have been coaching regularly for at least 12 months.	Act as a mentor to assistant coaches
Additional Requirements (e.g. competencies):	<p>Communication: the ability to convey and receive messages, verbally, non-verbally and written, in a positive and effective way.</p> <p>Problem solving & decision making: The ability to identify, research, analyse and resolve problems and make informed and effective decisions to enable Edinburgh Leisure to deliver great customer service.</p> <p>Teamwork: 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>	

DISCLOSURE/PVG REQUIREMENTS					
This post has been assessed to require a <u>PVG Scheme Record or Scheme Record Update</u> for the post holder, under the following justification:					
The duties of this post involve regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 Schedule 2, Part 1 and Part 2 (4).					
<i>Teaching, instructing, training or supervising children</i>					
4 Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).					
Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Children	Activities	Yes	Supervise, Teach, Instruct	Not incidental

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

Signed **Date**