

**SEFTON METROPOLITAN BOROUGH COUNCIL**  
**JOB DESCRIPTION**

**Department:** Leisure

**Location:** Various

**Division:** Communities

**Section:** Sport & Recreation

**Job Evaluation Number:** AE4367

**Post:** Group Exercise Instructor

**Grade:** Band E + Market Adjustment

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**Responsible To:** Operations Manager

**Responsible For:** Delivery of group exercise sessions

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**JOB PURPOSE**

To deliver a varied, innovative, inspiring and fun exercise to music class delivered safely to customers, in line with council customer care and best practice guidelines.

**MAIN DUTIES**

1. To plan and organise high quality exercise to music sessions at various sites including leisure centres or other suitable venues as may be agreed.
2. To delivery high quality group exercise sessions ensuring a fun, motivated, friendly and professional atmosphere at sessions, ensuring all those taking part are properly guided and supervised at all times.
3. To develop strong customer relationships that promote retention and advocacy of the Leisure Centre.
4. To screen every class before it starts to ensure that all attendees are aware of safety and effective exercise and to advise of any issues or medical conditions
5. Undertake administrative duties including relevant paperwork associated with monitoring and evaluation of sessions.
6. Ensure the security of all equipment and to ensure it is returned at the end of the session.
7. To ensure that the class area is kept clean and tidy at the beginning and end of each sessions.
8. Comply with relevant procedures including Health and Safety, and Safeguarding policies.
9. Commit to attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving delivery.
10. To work a range of hours including evenings and weekends.
11. Carry out a visual inspection of all facilities and equipment prior to the class starting and report any faults to the appropriate manager.
12. Report any incidents or accidents, complaints or compliments to the appropriate manager.
13. Assist the management team in finding appropriate cover prior to any leave.

**Methods of Working:**

The post holder will be expected to:

1. Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that enable team players to play their part within agreed timetables.
2. Take an active part in appraising their own work against agreed priorities and targets, in accordance with the department's management supervision guidelines and service review process.
3. Undertake appropriate training, coaching and development opportunities associated with the duties of the post.

**SPECIAL CONDITIONS**

1. This is a casual post may involve working unsocial hours evening and weekends.
2. The Council operates a no-smoking policy.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Other**

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

<b><u>Prepared by:</u></b>	Mark Snaylam
<b><u>Designation:</u></b>	Service Manager
<b><u>Date:</u></b>	June 2024

## PERSON SPECIFICATION

**Post:** Group Exercise Instructor

**Department:** Leisure

**Post No:**

**Division:** Communities

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<b><u>QUALIFICATIONS/TRAINING</u></b>		
1. Exercise to Music or equivalent relevant Qualification	E	A/I/C
2. Level 2 Reps (or equivalent)	E	A/I/C
3. Evidence of continued professional development.	D	A/I/C
4. First Aid qualified	D	A/I/C
5. Safeguarding training	D	A/I/C
<b><u>EXPERIENCE</u></b>		
6. Delivery of a wide range of group exercise classes	E	A/I/R
7. Exercise to music class planning and delivery	E	A/I/R
8. Monitoring and evaluating programmes	D	A/I
9. Excellent communication skills	E	A/I
10. Delivery in leisure centres, health clubs	D	A/I
<b><u>KNOWLEDGE OF:</u></b>		
11. Health and safety within sport and physical activity	E	A/I
12. Ensuring sessions are inclusive and provide equal opportunities	E	A/I
13. Benefits of sport and physical activity, and a commitment to promotion of them	E	A/I
14. Social inclusion and health issues	D	A/I
<b><u>SKILLS</u></b>		
15. Excellent communication	E	A/I/P
16. Excellent organisation and planning	E	A/I
<b><u>ABILITY TO:</u></b>		
17. Enthuse and engage participants on sessions	E	A/I/P
18. Development appropriate sessions to meet the needs of the participants	D	A/I/P
19. Work on own initiative to solve issues	D	A/I
20. Adapt to change	E	A/I
<b><u>OTHER</u></b>		
21. An understanding and commitment to equal opportunities in employment and equity issues.	E	A/I
22. A driving licence and access to a car.	D	A
23. Willing to work unsociable hours – Including evenings and weekends	E	A/I

**Prepared by:** Mark Snaylam

**Designation:** Service Manager

**Date:** June 2024

AF = Application Form  
I = Interview  
T = Test  
P = Presentation  
R = Reference  
C = Certificate