Job Description

Job Title: Casual Assistant Gymnastics Coach
Directorate: Adult Social Care, Health Integration and Wellbeing
Section: Health and Leisure
Responsible to: Gymnastics Programme Leader / Advanced Gymnastics Coach
Grade: Casual Level 5

Job Purpose

To assist with organising and delivering exciting and challenging gymnastics sessions predominantly at a recreational gymnastics level under the guidance of an Intermediate (level 2) coach.

Key Duties / Responsibilities

1. To assist in the planning, organising and delivery of a varied and interesting programme of recreational gymnastics, which motivates and encourages adults and young people to participate.

2. As required to support more advanced coaches with the delivery of pre-determined gymnastics programmes for development groups and squad gymnasts.

3. To continually monitor and evaluate existing coaching programmes.

4. To adhere to risk assessments and ensure that reasonable steps have been taken to protect participants at all times by ensuring the effective supervision of gymnasts and undertaking effective dynamic risk assessment.

5. Attend and support gymnasts to access key events and activities held at the gymnastics centre such as annual displays and in house competitions.

6. To immediately report all accidents or injuries to a more senior coach and complete accident / incident report forms as required.

7. To maintain detailed and accurate records of attendance at classes.

8. To assemble and dismantle equipment when required.

9. To check the safety of all relevant equipment and ensure it is used in a safe and appropriate manner.

10. To report all damage to or loss of equipment and to report any damage to the building, fixtures and fittings to a more senior coach or Gymnastics Centre Assistant Manager.

11. To support and mentor volunteers and potential coaches.

12. To maintain relevant child protection and first aid qualifications.

13. To attend meetings when required.

14. To undertake any other duties appropriate to the post.
## Person Specification

**Job Title:** Casual Assistant Gymnastics Coach  
**Directorate:** Adult Social Care, Health Integration and Wellbeing  
**Section:** Health and Leisure

### Minimum Essential Requirements - Evidenced by: a: application form b: test c: interview

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<tr>
<th>Requirement</th>
<th>a</th>
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<tbody>
<tr>
<td>One or more gymnastics coaching qualification at Level 1 and current first aid award (16h) and up to date child protection training.</td>
<td>✓</td>
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<td>You must be a member, or be in the process of becoming a member of British Gymnastics appropriate to the level of your qualification and maintain this for the duration of your employment.</td>
<td>✓</td>
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<td>Some experience of working with young people in a sports/activity setting.</td>
<td>✓</td>
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<td>Good interpersonal skills</td>
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<td>Good communication skills (written and oral)</td>
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<td>Ability to engage with and relate to young people</td>
<td>✓</td>
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<td>Knowledge of safety requirements and child protection issues.</td>
<td>✓</td>
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<td>Ability to keep accurate records of programme attendance.</td>
<td>✓</td>
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<td>Good communication skills, both oral and written.</td>
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<td>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</td>
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Conditions of Service

Job Title: Casual Assistant Gymnastics Coach
Directorate: Adult Social Care, Health Integration and Wellbeing
Section: Health and Leisure
Grade: Casual Level 5
Salary: £9.67 per hour

PLEASE NOTE THIS IS CASUAL WORK therefore the City Council are under no obligation to provide work, likewise the Worker will be under no obligation to take up the offer of work.

Working Hours: Hours will be as and when required.

Annual Leave Entitlement: You will accrue 1 hour’s paid annual leave for every 8.31 hours worked, which you should take at times you are not working. You may receive a payment in lieu of any outstanding holiday should you inform the Council you no longer wish to be considered for casual work.

Sickness Absence: There is no entitlement to Occupational Sick pay. There may be an entitlement to Statutory Sick Pay if the total of the 8 weeks pay prior to the first day of absence, when divided by 8 is liable to National Insurance. Details are available from the Payroll Section. If you are unable to attend for work due to sickness, please contact the Line Manager you would have been working for on or before your scheduled starting time.

Notice Period: As work is not guaranteed, notice is not required from either party. However, if you no longer wish to be offered available work, please let the Department know.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council’s medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Clothing and Uniforms: You must wear protective clothing/uniforms that may be issued to you.

British Gymnastics: You must hold and maintain the appropriate level of British Gymnastics membership and be registered with the DBS Update Service throughout your employment.

Disclosure and Barring Service (DBS) Check: This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of “unprotected” cautions and convictions can be found on the Disclosure and Barring Service website.
**Rehabilitation of Offenders Act:** The post is subject to the Exceptions Order of the Rehabilitation of Offenders Act 1974 and if you are shortlisted you must disclose any criminal convictions, bindovers or cautions received, which are not spent.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee’s organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR Consultancy.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Authorities Services as amended by decisions, rules and regulations of the City Council.