

# APPLICATION PACK



DRIVING  
COMMUNITY  
HEALTH

## ASSISTANT INSTRUCTOR

Fowey  
River  
Academy



**Salary: Hrly rate TBA**  
**Contract Type: Min. hrs**  
**Contract Term: Temporary**

**This role will require the successful applicant to work their contracted hours across early mornings/evenings/week days and weekends.**

11-16 mixed comprehensive

[www.fracademy.org](http://www.fracademy.org)

## Sports Hub Assistant Instructor

We are seeking an enthusiastic, skilled and inspiring junior fitness instructor to join our community sports hub team. Are you passionate about helping people get in shape and achieve their fitness goals? Are you looking for a new challenge? If this sounds like you, we would love to hear from you.

Who are we looking for?

- A friendly and professional trained fitness Instructor, who knows how to bring out the best in people to achieve lasting lifestyle changes.
- Someone who can tailor fitness advice and plans to the needs of the client
- Someone who can multi-task and is able to work with a variety of groups of all ages
- Someone who can help us develop and grow by engaging through social media and great customer service

In this role you will be responsible for supporting the general running of the Sports Hub. You must have a positive attitude, be highly motivated and have the ability to encourage people to reach their fitness goals. We are an incredibly ambitious Sports Hub co-located within Fowey River Academy and we want to do things differently, on purpose and aim to be the sports centre of choice in the local area.

We are part of Leading Edge and we are expanding and evolving fast. Please visit our website [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org) for further information.

An application form and information pack are available via our Academy website or on request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Claire Grist  
PA to the Headteacher at Fowey River Academy:  
01726 833484 or email: [cgrist@fracademy.org](mailto:cgrist@fracademy.org)

**Closing date for applications:** Open

**Interviews:** TBC

**Start:** TBA

Please return completed application forms to Claire Grist at the Fowey River Academy, Windmill, Fowey, PL23 1HE

The successful candidate will be subjected to reference checks with previous employers and an enhanced DBS

disclosure

check.

## Welcome

Dear Applicant,

Thank you for your interest in our Sports Hub position. We hope that this letter and the attached information helps you to understand that we are working hard to make our Sports Hub stand out from the crowd.

We are part of the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, engaging with the community through innovative community provision, innovating curriculum delivery and ensuring that all stakeholders soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

Fowey River Academy and the Sports Hub prides itself on its values. Relationships matter to us and we are influenced by our core values of 'Ethical, Excellence, Equity, Empathy, Evolution and Endurance', which guide all of our conversations and decision-making.

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We admire people who have got themselves out there – we call them 'magpiers'. These are the people who will bring world-class ideas that work, to beautiful Mid Cornwall and change lives.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely

Jon Rolls  
Community Enterprise Director

## Notes to Applicant

Dear Applicant,

### Application

If you wish to apply, please either email your application to Claire Grist, at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

### Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

### Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**The successful applicant will be required to undertake an Enhanced DBS Disclosure.**

Fowey River Academy  
Windmill  
Fowey  
PL23 1HE

Phone: 01726 833484

Web: [www.fracademy.org](http://www.fracademy.org)

## Job Description

<b>Post Title:</b>	Assistant Sports Hub Instructor
<b>Purpose:</b>	To support the smooth running of the Sports Hub, engaging with customers and supporting other instructors as required
<b>Reporting to:</b>	Sports Hub Manager
<b>Liaising with:</b>	Sports Hub team
<b>Working time:</b>	Part-time
<b>Salary/Grade:</b>	From £10 per hour
<b>Disclosure level:</b>	Enhanced

### MAIN (CORE) DUTIES

<b>Main tasks</b>	The specific nature and balance of these responsibilities may vary according to the needs of the Sports Hub and may be shared.
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### Key Activities and Responsibilities

- Leading by example and modelling good fitness traits to our customers
- Supporting the development of fitness programmes for a variety of user groups
- Motivating clients through positive engagement both in the gym, outdoors and through follow up consultations
- Supporting group exercise classes such as spinning, outdoor bootcamp etc
- Supporting clients on good fitness technique and safe use of facilities
- Demonstrating how to use various equipment and being confident across a range of fixed machines, functional equipment and body weight exercises.
- Promoting the Sports Hub through creative social media content and outreach in the community
- Complimenting the school PE Department and being willing to support their efforts to motivate students to be more healthy
- Assisting in smooth running of the Sports Hub to include (not limited to):
  - maintaining Health & Safety standards
  - Covering front of house and taking bookings
  - ensuring the site is secure and COVID-19 protocols are followed
  - end of day clean down
  - maintaining equipment

### Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.

- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

**As a restorative organisation we:**

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## Person Specification

Essential	Desirable	Demonstrated By
<b>Qualifications</b>		
	<p>Level 2 Gym Instructor qualification</p> <p>Registered on Register of Exercise Professionals.</p> <p>First aid and CPR training and certification</p>	Application Form / Interview
<b>Experience</b>		
Experience of personal fitness demonstrated by passion and knowledge of sport	Experience in fitness instruction and personal training.	Application Form / Interview
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Experience and skilled in use of social media	Experience of working with websites and other media like video	Application form/interview
Ability to deal with customers and different groups and lead by example	<p>Ability to deliver motivating group fitness classes</p> <p>Experience of delivering group exercise classes to high standard</p>	
	<p>Ability to work with young people and adults from beginner to advanced levels of fitness experience.</p> <p>Able to work with clients who may need specialised attention due to previous injuries or health problems.</p>	Application Form / Interview
Basic administrative skills with a keen eye for detail.		Application Form / Interview
<b>Personal Attributes</b>		
Passionate about delivering high quality services. .		Application Form / Interview

Self-motivated and enjoy working as part of a team.		Application Form / Interview
A creative and innovative thinker.		Application Form / Interview
Excellent organisation and coordination skills with the ability to prioritise effectively and enjoy multitasking.		Application Form / Interview
Excellent written and interpersonal communication skills with a high level of personal presentation.		Application Form / Interview
Positive attitude, encouraging and patient with customers		Application Form / Interview
Able to build trusting relationships with customers.		Application Form / Interview
Confidence to engage directly with people and encourage and motivate them to participate in activities and events.		Application Form / Interview