

August 2022

Dear Applicant,

Thank you for your interest in the post of **Fitness Instructor.**

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact HR – hr@godalming.ac.uk

The closing date for receipt of applications is **Thursday 25th August 2022 9am.**

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

Please return your application form as an e-mail as an attachment to hr@godalming.ac.uk

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **2nd September**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews on Wednesday 7th September at the College and will notify short-listed candidates by Friday 2nd September 2022.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION

Job Title: Fitness Instructor

Line Manager: Head of Department PE and Sport

Summary of Job

To provide a physical fitness support service to Godalming College and to maintain that service to a high standard.

Responsibilities

Instructing and Coaching

- Planning and preparing induction sessions to cover the basic health and safety requirements of the gym and users
- Instructing and ensuring the safe use of equipment at all times by users
- Developing programmes and supporting athletes on sport specific training
- Assessing and recording the development, progress and attainment of each student

Student welfare and support

- Promoting the general fitness and well-being of students and staff through both individual and group support
- Providing guidance, consultation and advice to students and staff on fitness matters
- Maintaining good order and discipline among the students and safeguarding their health and safety when they are authorized to be on the College premises

Appraisal and Staff Development

- Participating in arrangements made for the appraisal of own performance and that of other staff as appropriate
- Reviewing from time to time methods of instructing, coaching and programmes of work
- Participating in arrangements for further training and professional development

Administration and other duties

- Attending and participating in meetings relating to the administration or organization of the department or the College
- Supporting and assisting the Head of PE and Sport in departmental developments
- Participating in administrative and organisational tasks related to those duties described above, including regular basic maintenance and cleaning of equipment
- Participating in administrative and organisational tasks relating to the sporting activities of the department, namely organising fixtures, booking transport, officials and venues, kit washing, input of training registers and other tasks in liaison with the Head of PE and Sport
- Assisting with security of the Sports Centre and related areas
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Principal from time to time

This job description may be varied according to the needs of the College from time to time.

Last review date: June 2022

Review carried out by: Head of PE and Sport

PERSON SPECIFICATION FOR FITNESS INSTRUCTOR

The successful candidate will have the following essential qualifications, experiences, skills and qualities:

Essential Qualifications

- NVQ Level 3 (preferably REPS / CIMSPA accredited at Level 3)
- Current valid First Aid certificate or be willing to gain one

Essential Experience and Skills

- Proactive, self-starting and able to manage own time
- Excellent communication and interpersonal skills and be able to communicate effectively with all members of staff, students and others who may access the facilities
- Good organisational skills
- Ability to identify and agree priorities with staff and meet deadlines set
- Experience of working effectively as a part of a team

Essential Professional Qualities

- Flexible and adaptable in order to meet the changing needs and developing use of the facilities
- Affinity with young people 16-19

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8.30am – 5pm (when not being used for teaching purposes).

Godalming College Support Staff Payscale

Sep-21

Additional Surrey Allowance on all points of £1092 per year

Scale 1	18	18219
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Scale 2	19	18593
	20	19328

Scale 3	21	19735
	22	20138
	23	20791
	24	21529
	25	22275

Scale 4	25	22275
	26	23011
	27	23751
	28	24489

Scale 5	29	25204
	30	25919
	31	26762
	32	27597

Scale 6	33	28528
	34	29481
	35	30435
	36	31385

Senior Officer	37	32250
	38	33116
	39	33983
	40	34850
	41	35714

Management 1	42	36582
	43	37447
	44	38401
	45	39354
	46	40304

Management 2	47	41256
	48	42299
	49	43250
	50	44286
	51	45327

Management 3	52	46366
	53	47406
	54	48449

Management 4	55	49512
	56	50600
	57	51714
	58	52854
	59	54015
	60	55205

Management 5	61	56419
	62	57660
	63	58928
	64	60224
	65	61549

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £19,328 + £1,092 = £20,420

36.42 hours per week x 39 weeks per year = 1420

1420 x £20,420 divided by 1659 = £17,478.23 pa = £1,456.51 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42