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<b>Position Title:</b>	Casual Gym/Conditioning Instructor
<b>Prepared:</b>	February 2021
<b>Reports To:</b>	Director of Cocurriculum
<b>Prepared by:</b>	Head of Human Resources

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### Position Purpose

To provide a safe, structured, enjoyable, motivating and stimulating environment that allows participants to achieve their fitness goals.

### Position Status

Casual, approximately 14 hours per week during College term time, predominantly after school.

### Qualifications and Skills – must be up-to-date

- Working with Children Check
- First Aid
- CPR
- Anaphylaxis
- Bronze Licence (*Coaches*)

### Must Hold at least one of the Following:

- Physical Education degree (completed or studying toward)
- Sport science/coaching degree (completed or studying toward)
- Level 1 (or above) strength and conditioning (ASCA)
- Certificate 3 (gym instructor) and/or certificate 4 (personal trainer)

### Working Relationships

Instructors must show a passion for inspiring and motivating both children and adults in their quest to fulfil their fitness goals. Instructors must be confident and communicative and be knowledgeable in their craft; providing advice and instruction in matters relating to health and fitness.

### Duties, Responsibilities & Essential Job Functions

Supervise and develop individual, tailored programs for students and community members

- Have experience and knowledge in long term development and injury prevention
- Develop safe protocols and always encourage safe practices within the gym area
- Conduct and run small group sessions, that might include spin, box-ercise, barbell, step, stretching/relaxation or circuits
- Attention to detail, including record-keeping and attendances
- Must support the direction and philosophies of the faculty

- Education sits at the core of our philosophy – students and community should improve their knowledge of conditioning principles to enhance their understanding
- Work closely with the Director of Sport Coaching in developing programs in line with the philosophy and structure
- Any other tasks as deemed appropriate.

### **Essential Skills**

- an ability to inspire and excite young people and adults
- an ability to be a role model for young people and adults
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents and teachers
- excellent organizational, planning and time-management skills
- experience and knowledge in fundamental motor skill development and safe teaching progressions
- understanding of the role of weights and conditioning in a school environment e.g. non-body building practices, but sport and performance functional training and long-term development

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk and/or hear. The employee frequently is required to climb, balance, stoop, kneel, crouch, and/or crawl. The employee is required to reach with hands and arms. The employee must occasionally lift and/or move up to 70kg (Body Weight). Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **Other Responsibilities**

The duties of the Instructor will include the following:

- Provide students with a safe and enjoyable environment
- Be a positive role model for the students
- Develop and suggest new ideas and programs
- Liaise with the Director of Sport Coaching
- Thorough physical preparation of individuals and small groups

### **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **Child Safe Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.