



## JOB DESCRIPTION

**Job Title:** Dance Instructor

**Location:** Danes Camp Leisure Centre, Lings Forum Leisure Centre, Duston Sports Centre, Community Settings

**Salary:** £14.27

**Responsible To:** Health & Wellbeing Development Team, Leisure Centre Manager on Duty

**Benefits:** Free Trilogy Gym membership, swimming, and fitness classes (booking restrictions may apply). For a full list of benefits please see our website.

## MAIN PURPOSE OF THE ROLE

You will be responsible for providing a variety of high quality recreational dance sessions for children aged 18 months-13 years across our Leisure Centres and in various community settings. You will ensure that children are cared for in a fun and safe environment and be able to build strong relationships with both children and parents (where appropriate).

Full compliance with Health & Safety legislation and Leisure Centre Normal Operating Procedures (N.O.P's) is mandatory in all areas of work, including the correct usage, storage and transporting of equipment.

## MAIN DUTIES

- To provide and lead on a variety of recreational dance sessions
- To ensure staff and children's safety and behaviour is maintained at all times
- To understand and comply with the Northampton Leisure Trust's Safeguarding Policy
- To ensure implementation of all Health & Safety procedures including the reporting of all accidents and incidents.
- To attend team meetings as required
- Undertake any other duties commensurate with the post's level of responsibility

## STANDARDS

- Develop a culture of excellence
- To act in accordance with, and positively promote, NLT's policies and standards

- Ensure all customers receive the highest level of service at all times
- Value and take ownership for customer satisfaction
- Keep up to date with all facility programmes and products in order to ensure you provide the latest information to customers
- Continually look to improve the quality of the service we provide
- To carry out duties with due regard for Health & Safety Requirements and Regulations, ensuring Safety is your highest priority. Report any concerns/issues immediately.
- To represent Northampton Leisure Trust, Health & Wellbeing Development Team at all times in a responsible, professional and courteous manner.

## **JOB DEMANDS**

### Emotional Demands

- This role requires contact with children or young people and therefore is subject to an Enhanced Disclosure and Barring Service (DBS) check. Our policy is to use the Disclosure and Barring Service to verify that the responses provided to the exempted questions are full and correct.
- Required to deal with customer enquiries, complaints and concerns and relay the information on to a member of the Health & Wellbeing Development Team.
- Must be self-motivated and have a passion for working with children
- Appreciate the needs of diverse community groups including customers with physical and mental disabilities
- A commitment to equality/diversity in both the delivery of services. Demonstrate awareness/understanding of equal opportunities and other peoples behavioural, physical, social and welfare needs.

### Physical Demands

- Involves some lifting and carrying of equipment
- The post holder is required to be physically fit and healthy
- Required to administer first aid as required and to maintain qualification
- Ability to travel to various settings across Northampton

### Working Conditions

- Must be available to work on all school holiday including Christmas

# PERSON SPECIFICATION

	Essential/Desirable?	
	E	D
<b>EXPERIENCE / KNOWLEDGE / QUALIFICATIONS</b>		
To have at least 1 year experience of working with children and young people	✓	
To have experience of planning and delivering dance activities	✓	
Hold a relevant dance teaching qualification	✓	
To have an understanding of Equality and Diversity	✓	
To have an understanding of Health and Safety including risk assessments	✓	
Knowledge and understanding of safeguarding and best practice	✓	
<b>SKILLS</b>	<b>E</b>	<b>D</b>
To hold a first aid qualification suitable for working with children (Paediatric)		✓
Excellent customer care skills	✓	
Able to communicate clearly and effectively	✓	

<b>BEHAVIOURS</b>	<b>E</b>	<b>D</b>
Demonstrates trust, openness and respect in dealing with people	✓	
A dynamic performance driven individual with a 'can do', results focused approach and attitude	✓	
Flexible approach to tasks and workload	✓	
<b>OTHER</b>	<b>E</b>	<b>D</b>
Willingness to travel between all NLT sites	✓	
Commitment to continuous professional development and willingness to undertake training where necessary	✓	
Understanding of and commitment to equality and diversity	✓	
Willingness to undertake a DBS check.	✓	
To act in a professional manner and to have a professional appearance at all times.	✓	