**Appendix C**

**PERSON SPECIFICATION**

Date: September 2025

Post Title: Casual Class Instructor

Division: Leisure and Communities Section: Leisure Facilities

Salary: £20.6714 - £26.6456 per hour Grade: Instructor/Coach Rate

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| **CATEGORY** | **E/**  **D** | **CRITERIA INDICATED**  **E (ESSENTIAL) OR D (DESIRABLE)** | **MEASUREMENT**  **(See below)** |
| SKILLS, KNOWLEDGE  AND EXPERIENCE | E  E  E  E  E  E  E  D | Able to lift and carry equipment and supplies  Able to lead activities/sessions in a class/group situation  Able to communicate clearly with projection of voice and clear demonstrations/instructions  Experience of working with a variety of people from different backgrounds and with differing fitness levels  Able to gauge level and scope of class, and tailor-make instruction programme to match. This is particularly important when covering a class, to offer a workout as similar to the originally advertised session both in format and intensity.  Sound knowledge of physiology as it relates to exercise and the ability to offer adaptations and alternatives where necessary  Excellent customer service skills and making customer satisfaction a priority. Welcoming feedback and responding to the comments in a positive and constructive manner.  Experience of working in a similar capacity | 2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| EQUAL OPPORTUNITY | E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policies into practice. | 2,4 |
| SAFEGUARDING | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs | 2,4 |
| QUALIFICATIONS | E | A relevant industry/activity qualification appropriate for the class taught | 2,4,5 |
| ATTITUDE AND MOTIVATION | E  E  E  E  E | Flair, enthusiasm and commitment  Outgoing personality  Punctual and reliable with a sense of ownership and responsibility to your class participants  An ability to work on your own initiative and as a member of a team  A willingness (where able and appropriate) to assist with the cover of other classes on the timetable to help ensure delivery to the customers. | 2,4  2,4  2,4  2,4 |
| OTHER | E | A flexible approach to working hours (daytime, evening and weekend working will be required) | 2,4 |

**MEASUREMENT:** 1. Test Prior to Shortlisting (all applicants). 2. Application Form. 3. Test after Shortlisting. 4. Probing at Interview. 5. Documentary Evidence. 6. Other (please specify).