

**SHOOTERS HILL SIXTH FORM COLLEGE**  
**GYM INSTRUCTOR**  
**APPLICANT INFORMATION PACK**



**SHOOTERS HILL**  
**SIXTH FORM COLLEGE**

*Transforming Lives*

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# WELCOME

## From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

**Geoff Osborne**  
**Principal**



**"Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life."**

**OFSTED 2024**



# SHOOTERS HILL SIXTH FORM COLLEGE

## A great place to work

### SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

### Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

### Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/education-staff-wellbeing-charter-2020.pdf)

### Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



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# INTRODUCTION

## To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

### Our Core Values

#### How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

#### How we feel

Valuing fairness for all and promoting personal growth.

#### How we lead

Leading by example with compassion, empathy and understanding.

#### How we behave

Conducting ourselves with honesty, integrity and respect.

### The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



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# INTRODUCTION

## To Shooters Hill Sixth Form College

### Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

### School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

### *Here are a few we are especially proud of:*

Coffee Corner  
Greenwich School Sports Partnership  
Fully Equipped Fitness Suite  
Swimming Pool  
Art Gallery  
City View Restaurant

### Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports  
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet  
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus  
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet  
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



# ADVERT

## Gym Instructor

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

**Salary : Scale 1, spine point 2 -3 £22,537—£22,872 actual pro-rata salary at 39 weeks**

**Hours : Full Time, 35 hours per week, term time only at 39 weeks**

We are looking to appoint an experienced and dedicated Gym Instructor to join our thriving Sports, Academies and Public Services Department. This exciting new position offers the opportunity to make a meaningful impact by enhancing our fitness programme and supporting the wellbeing of our students.

As part of this role, you will, oversee the day-to-day operations of the gym, ensuring high standards in record-keeping and GDPR compliance. Whilst promoting a safe, inclusive, and positive fitness environment for all students. The ideal candidate will play a key role in supporting the physical and mental wellbeing of young people, fostering their personal growth and development.

You will hold a minimum of a Level 2 Gym qualification (CIMSPA recognised or REPS registered). Have a passion for working with young people and helping them achieve their fitness and wellbeing goals with a proven track record of success in fitness instruction and gym management.

If you're passionate about supporting student wellbeing and eager to take the next step in your career, this could be the perfect opportunity for you.

**To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

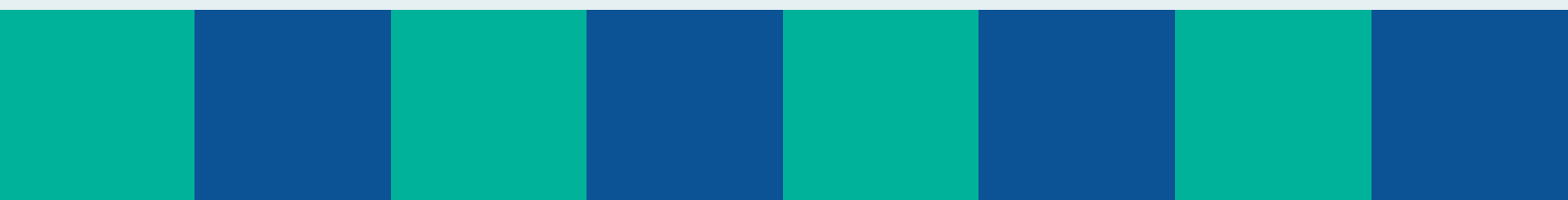
**Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.**

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



# JOB DESCRIPTION

## Gym Instructor

**GRADE : Scale 1**

**RESPONSIBLE TO : Head of Department for Sport**

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

### Job Purpose

Shooter Hill Sixth Form College is seeking a dedicated and experienced Gym Instructor to enhance our fitness programme and support student well-being. This role involves managing gym operations, engaging with students, and maintaining high standards of record-keeping and GDPR compliance, all while promoting a safe and inclusive fitness environment.

### Key Responsibilities

#### Record-Keeping & GDPR Compliance

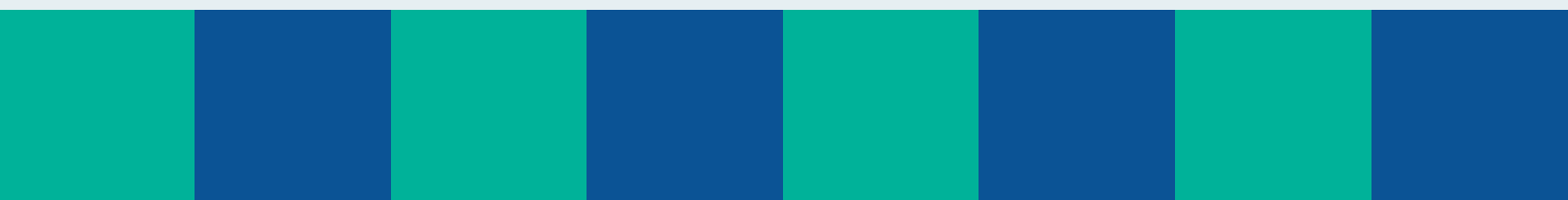
- Ensure accurate and up-to-date registers of student attendance are maintained. Address discrepancies and ensure all registers are submitted as required.
- Adhere to GDPR regulations by handling all personal data securely and confidentially, integrating these practices into your daily role.

#### Student Engagement & Inclusion

- Develop and implement strategies to engage all student demographics, with a focus on including underrepresented groups such as White British males and females.
- Identify and address inactive learners by devising methods to encourage their participation in gym sessions. Be prepared to discuss your approach to this challenge during the interview process.

#### Qualifications & Experience

- Hold a minimum of a Level 2 Gym qualification, either CIMPSA recognised or REPS registered.
- First aid certification is desirable.
- Possess at least 1-2 years of experience working in a gym setting.



# MAIN TASKS

## Gym Instructor

### Main Tasks and Responsibilities

#### Qualifications & Experience

- Hold a minimum of a Level 2 Gym qualification, either CIMPSA recognised or REPS registered.
- First aid certification is desirable.
- Possess at least 1-2 years of experience working in a gym setting.

#### Professionalism & Boundaries

- Exhibit maturity and the ability to effectively liaise with learners, particularly considering potential age similarities.
- Maintain appropriate professional boundaries with students to ensure a respectful and supportive environment.

#### Promote Health and Wellbeing

- Guide students in achieving their fitness goals and improving their overall health through structured fitness programmes.
- Provide valuable life skills such as goal setting, self-discipline, and stress management through fitness training and wellness programmes

#### Programme Development & Delivery

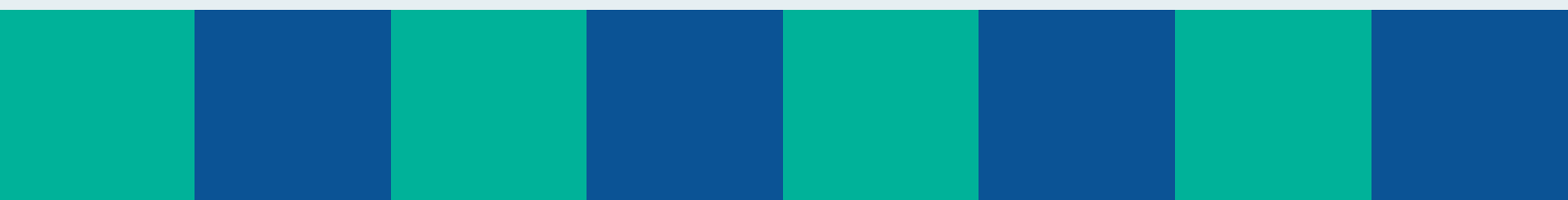
- Design and implement diverse fitness programs, including group classes, individual training sessions, and enrichment workshops tailored to various fitness levels and interests.
- Offer classes such as aerobics, strength training, yoga, and HIIT to engage different student interests.
- Conduct regular assessments to track student progress and adjust fitness plans as needed.

#### Health & Safety

- Ensure proper use of gym equipment and adherence to safety protocols.
- Monitor and maintain equipment, provide safety instructions, and address any issues promptly to minimize injury risks.
- Oversee regular maintenance and adherence to health and safety regulations to keep the gym a safe and welcoming space.

#### Support for Curriculum Integration

- Collaborate with the curriculum team to support sport curriculum gym sessions and integrate fitness programs into educational activities.



# MAIN TASKS

## Gym Instructor

### Additional Skills

- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Commitment to promoting a positive and inclusive environment for all students.

### Application Process

If you are a motivated individual with a passion for fitness and education, and you meet the qualifications and experience outlined, we encourage you to apply for this exciting opportunity. Join us in contributing to the well-being and development of our students at Shooters Hill Sixth Form College.

## Safeguarding

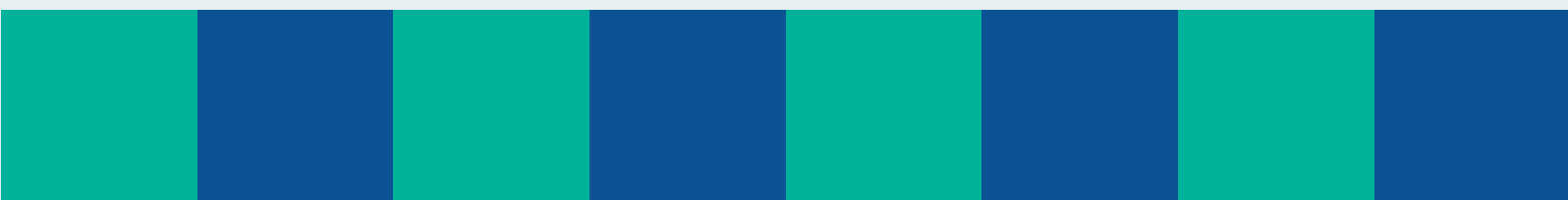
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

## Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

## Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



# PERSON SPECIFICATION

## Gym Instructor

Requirement	Essential	Desirable	Selection Method
<b>Knowledge, Skills and Experience</b>			
Minimum Level 2 Gym Instructor qualification (CIMPSA recognised or REPS registered)	✓		<b>AF</b>
First aid at Work qualification	✓		<b>AF</b>
Min 1 years of experience working in a gym environment	✓		<b>AF</b>
Experience working as a gym instructor	✓		<b>AF/I</b>
Ability to design and implement tailored fitness programmes		✓	<b>AF/I</b>
Excellent organisation skills	✓		<b>AF/I</b>
<b>Management and Supervision</b>			
Experience in managing day-to-day gym operations	✓		<b>AF/I</b>
Experience in encourage participation by student, with a focus on including underrepresented groups		✓	<b>AF/I</b>
Maintain and manage accurate attendance registers, ensuring GDPR compliance when handling student data	✓		<b>I</b>
<b>Contacts and Relationships</b>			
Foster inclusion by reaching out to underrepresented groups		✓	<b>AF/I</b>
Collaborate with the curriculum team		✓	<b>I</b>
<b>Responsibility for Resources</b>			
Oversee the safe use of gym equipment and ensure regular maintenance. Promptly address any equipment-related issues to minimise risks.	✓		<b>AF/I</b>
Ensure all gym users follow health and safety protocols, providing instructions on equipment use and enforcing safety standards.	✓		<b>AF/I</b>
<b>Creativity and innovation</b>			
Devising creative strategies to engage inactive or underrepresented student groups, adapting your approach to ensure inclusivity		✓	<b>AF/I</b>
Carry out gym inductions	✓		<b>AF/I</b>
<b>Contexts and Demands of Role</b>			
The role demands emotional intelligence and sensitivity when dealing with students from diverse backgrounds, as well as the ability to engage and motivate reluctant participants.	✓		<b>AF/I</b>
Safety check of equipment	✓		<b>AF/I</b>

**Key: AF = Application Form**

**I = Interview**

# INTERVIEW PROCESS

## Gym Instructor

### Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview task and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Referees will be contacted at the point of offering an interview.

## Onboarding

### Appointment

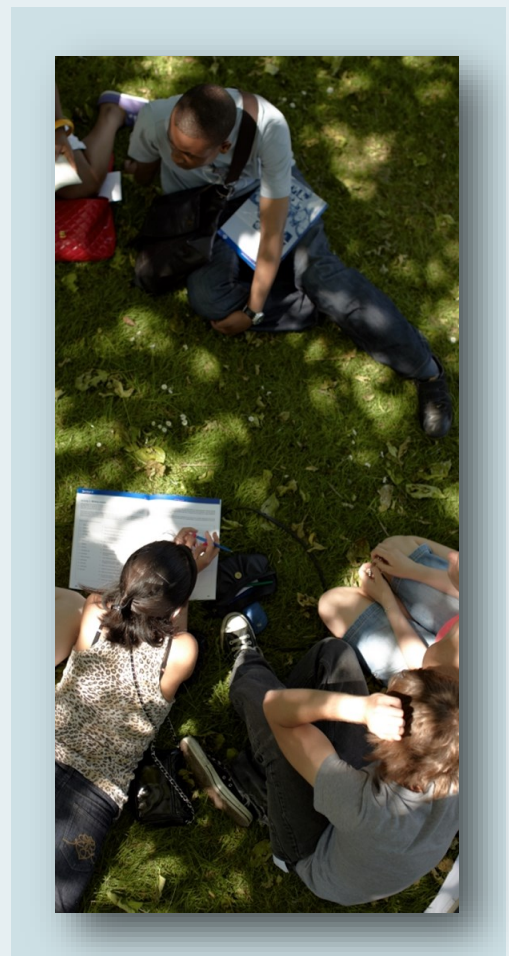
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**  
List items requested here (originals must be provided, not photocopies)
- **References**  
Satisfactory references received prior to interview
- **Qualifications**  
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

## Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



## TIMELINE

### Gym Instructor

To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	16th October, at 10am
<b>Shortlisting:</b>	17th October 2024
<b>Interviews to commence:</b>	Soon after shortlisting
<b>Start date:</b>	ASAP

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	<a href="mailto:hrteam@shc.ac.uk">hrteam@shc.ac.uk</a>
Website:	<a href="http://www.shc.ac.uk">www.shc.ac.uk</a>



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