

JOB PACK AS16

# GROUP EXERCISE INSTRUCTORS

(Self-employed)



ABINGDON

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SPORTS &  
LEISURE



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# Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here.

Please take some time to look at our website, [abingdon.org.uk](http://abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere.

The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation.

As well as the two Schools, Abingdon Foundation operates Abingdon School Enterprises which, through Abingdon Sports and Leisure, is responsible for managing the Abingdon Foundation's sport and leisure facilities (including the Sports Centre, Tilsley Park, the Amey Theatre and Amey Events Centre) and various commercial activities which are an important part of the Foundation's work. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion which is available for booking for conferences and events. We have also recently added to our extensive sport facilities - both at Tilsley Park and on the school campus - these offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our Pre-Prep, and will be welcomed to Years 3 to 6 at our Prep School from September 2025. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges".

Justin Hodges  
Director of Finance & Operations

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# Abingdon Sports and Leisure

Abingdon Sports and Leisure is responsible for managing the Abingdon Foundation's sport and leisure facilities (the Sports Centre, Tilsley Park and Amey Theatre) and various commercial activities.

The Sports Centre offers high quality facilities which includes an 8-lane 25m swimming pool, sports hall, studio, two squash courts, strength and conditioning gym, hospitality suite, classroom and climbing wall.



Membership packages are available and there is an extensive activity programme which includes exercise classes, swim school, and junior courses. The centre has effective partnerships with Abingdon Vale Swimming Club, Oxfordshire Cricket and SuperCamps. For more information please see our website [abingdon.org.uk/sports-and-leisure/](http://abingdon.org.uk/sports-and-leisure/)

## Job Description

### Key Objectives

- To teach group fitness classes to the general public.
- To plan, organise and safely lead participants through class and programme activities appropriate to the fitness level of the participants in the class.
- To work to high professional standards and to provide exceptional customer service.
- To support Abingdon School Enterprises in achieving its aims and objectives, which are based on the principle of high quality sport and leisure activities on a commercial basis.

### Main Responsibilities

- Conduct and organise engaging classes by: beginning and ending on time, welcoming new participants and adhering to class format.
- Teach to various fitness levels and be able to provide modifications for all abilities.
- Monitor participants for proper positioning and intensity levels and be able to explain or demonstrate the correct and safe way to perform all exercises by applying appropriate policies and procedures.
- Know and adhere to general fitness principles.
- Arrive at least 5 minutes early to greet customers, welcome, and assist them.
- Keep abreast of changes and trends in the fitness industry by continuing education (reading, workshops, attending other instructor's classes, etc.).
- Teach all classes agreed to on the monthly Group Exercise Schedule.
- Handle audio equipment with care.
- Be a role model for customers and fellow instructors.
- Report any equipment or studio malfunctions to the Supervisor on duty.
- Maintain a professional appearance.

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# Person Specific Criteria

## Essential Qualities

### Essential Qualifications (at least one of):

- Exercise to Music qualification or equivalent to a CIMSPA Level 2
- Current CRP Certification

### Experience:

- Previous experience of delivering Group Exercise lessons

### Skills/Attributes:

- Positive outlook
- Self-motivated
- Excellent communication skills
- Ability to plan and lead a safe, fun and effective class
- Perseverance and patience
- Ability to encourage learners
- Very good people skills
- Flexible with working hours

### Equity, Diversity and Inclusion:

- A commitment to the principles of equity, diversity and inclusion

### Safeguarding:

- A commitment to the protection and safeguarding of children and young people
- A commitment to valuing and respecting the views and needs of children and young people



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# Further Information

## Terms and Conditions

- Working hours to be agreed with the Sports Centre Manager or Deputy Manager.
- Instructors are appointed on a self-employed basis with a competitive hourly rate.

## Notes

- To start as soon as possible.
- Excellent facilities are available for group exercise lessons.
- Reporting: as self-employed members of staff, Exercise Instructors will not be under the direct line management of any Abingdon School employee but will work very closely with the Sports Centre Manager and Deputy Manager.
- As a self-employed member of staff, the post-holder is required to ensure that they have adequate professional indemnity insurance and supply evidence of this to the School.
- For an informal discussion about the role and working arrangements please contact the Sports Centre Manager, Rebecca Lees, initially via email: [rebecca.lees@abingdon.org.uk](mailto:rebecca.lees@abingdon.org.uk)
- Candidates must have the right to work in the UK for the duration of their self-employed contract without any additional approvals. Appointment to the post will be subject to verification of the appointee's right to work in the UK.
- If you would like to apply for this position you will need to register and **apply on our recruitment portal via the following link:** [Recruitment Portal](#).
- For safeguarding reasons, please note we are **unable to accept applications by CV. All applicants must complete the standard Abingdon application form.**

## Health and Safety at Work

All staff working within Abingdon share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All appointees are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

As a self-employed member of staff, the post-holder will also need to ensure that they have adequate professional indemnity insurance and supply evidence of this to the School.

## Training

The following mandatory training will be provided:

- Health & Safety Induction
- Initial Safeguarding Training

Note: as a self-employed member of staff, the postholder is responsible for ensuring that they continue to meet all requirements in relation to the maintenance or renewal of safeguarding training and any other training and CPD they require to work in this role

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# How to apply

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: [Recruitment Portal](#)

## Completing your application

- Please read all the information provided before completing your application.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

## References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for support posts are advised that references **will** be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise.

## Online Searches

In line with Keeping Children Safe in Education, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Abingdon Foundation is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.

## Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS); and checks to verify your identity, address, right to work in the UK, qualifications and overseas checks (if relevant). A list of valid identity documents will be sent to you in advance of your interview. In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed in accordance with Abingdon Foundation Data Retention Policy.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

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## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity
- verification of qualifications and professional status
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS)
- a check against the Barred List
- a Prohibition from Teaching check (if applicable)
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK
- receipt of at least two satisfactory references
- a check for gaps in your employment history
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances
- satisfactory completion of the probationary period

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2024](#), [Prevent duty guidance: England and Wales \(2023\)](#), [Working Together to safeguard children 2023](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2024 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

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### **Warning**

Candidates should be aware that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

### **Queries**

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

**We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.**



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# ABINGDON

Independent day and boarding school  
for pupils aged 11 to 18 years

**Co-ed from 2026**

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