

**JOB DESCRIPTION**  
**Gymnastics Coach**

<b>Responsible to:</b>	
<b>Responsible for:</b>	

**KEY OBJECTIVES**

1. To support and contribute to the company's mission statement – 'To create active places and healthy people'.
2. To instruct and motivate pupils following British Gymnastics guidelines
3. To provide a professional and high quality service to all participants (and where applicable, their parents)
4. To remain fully informed of the latest developments through British Gymnastics
5. To ensure the Health and Safety policy of the centre in addition to those from British Gymnastics are adhered to at all times

**K.O.1**

1. To check the set-up of apparatus before use for safety and report any damage to the Duty Manager
2. To prepare gymnasts on the relevant badges as required
3. To offer advice and support to pupils as necessary
4. Ensure the sessions begin promptly and wherever possible, parents are able to spectate in comfort
5. Allow time after each session to speak to parents, or make alternative arrangements e.g. phone them later
6. To contact Activity Co-ordinator/ Duty Manager should participants show up for classes that are not on coaching registers
7. To support the Head Coach in preparing lesson plans (as requested)
8. To attend coaches meetings as required

**K.O.2**

1. Ensure that gymnasts are appropriately dressed for the activity being undertaken
2. Maintain high standards of personal presentation
3. To assist with the cleaning away of the equipment if required.
4. To attend fire training annually

**Health and Safety:**

As a senior member of staff you are responsible for the safety and welfare of any staff under your direct control, and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

**NB.**

This is not intended to be a full definition of duties and staff will be expected to assist in such other duties as may be allocated. This job description is subject to variation as the needs of the Centre and the Company may require.

*I have received and understood this job description.*

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_

Manager's Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_