

Job Title: **Boarders Gym Supervisor & Sports Coordinator**

Job Purpose: To assist boarding students in the safe use of gym apparatus and to lead the planning and delivery of sports activities for boarders.

Responsible to: Head of Boarding

Responsible for:

1. Assess fitness levels using PARQ forms, standard tests, and discussions with boarders; evaluate technique and create, update, and adapt personal fitness programmes collaboratively.
2. Design, coordinate, and internally promote a varied and inclusive sports activity programme for boarders.
3. Monitor and record gym and sports hall attendance, encouraging ongoing engagement.
4. Supervise boarding students' safe use of gym apparatus, ensuring adherence to safety protocols at all times.
5. Carry out maintenance checks on equipment, reporting faults promptly to the Estates Team; set up and put away sports hall equipment, and manage building access as required.
6. Respond appropriately to minor incidents and emergencies, including administering first aid and completing relevant reports. Comply with Health and Safety regulations, taking reasonable care for your own safety and that of others.
7. Motivate and inspire boarders to lead active, healthy lifestyles.
8. Build positive relationships with boarders and provide appropriate pastoral support within the sports environment, promoting wellbeing, respect, and inclusion.
9. Contribute to pastoral care by maintaining effective communication with boarding staff, including updating student care plans and relevant records.
10. Prioritise safeguarding by undertaking relevant training, and support the promotion of equality, diversity, and inclusion within the College community.
11. Carry out any other reasonable duties as required by the Head of Boarding.

Head of Boarding
June 2025

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Reporting To: Head of Boarding

Essential

- Experience in a gym or sports environment, with the ability to demonstrate safe exercise techniques
- First Aid qualification or willingness to undertake training
- Organised, reliable, and able to manage time effectively
- Basic IT skills (e.g. using booking or care plan systems)
- Flexible availability to work varied hours as required
- Strong interpersonal skills and empathy for the needs of 16–19-year-olds in a boarding setting
- Basic knowledge of team sports (or willingness to learn)
- Commitment to safeguarding and the welfare of young people
- Commitment to equality, diversity, and inclusion

Desirable

- Level 2 Gym Instructor qualification (or equivalent)