



## **Hertfordshire Care Providers Association**

JOB TITLE: Fitness Practice tutor

HOURS OF WORK: MONDAY TO FRIDAY – 37.5hours per week (minus 30 min break unpaid)

TIME: 09:00 – 17:00

CONTRACT: 12-month Contract

LOCATION: Working from HCPA Office Welwyn Garden City

RESPONSIBILITY TO: Integration Manager

SALARY: £22,000 per annum (37.5 hours per week)

### **SCOPE OF JOB**

Hertfordshire Care Providers Association (HCPA) is a small company set up to support care providers within Hertfordshire. Support is given to our members via funded training, information and advice.

HCPA's community education programme focuses on fitness and exercise for the elderly through Chair Based exercise, Otago and Postural Stability Classes. These classes take place within residential and Nursing homes, day services and flexi care sites. The focus of these classes is to reduce risk of falls, increase confidence of attendees with everyday tasks and increase wellbeing. These classes form part of our Hertfordshire wide Falls Campaign running till March 2019 focusing on direct exercise delivery, information and guidance for care staff and carers and falls prevention and intervention education.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Delivery of exercise classes (Chair Based Exercise, OTAGO, PSI) within all care settings and community, including Care Homes and Flexi care sites
2. Ensure that all practical delivery projects meet all milestones and follow best practice guidelines for delivery
3. Provide data and reports on practical delivery of projects
4. Deliver Falls Prevention training on occasion guided by the Project lead for Therapeutic Practice
5. Support the Project Lead on the progress of the projects and provide accurate reports
6. Provide assessment/verifying for qualifications and training and work to internal IQA standards – this will be fitted around delivery of classes (training will be given)
7. Liaise with the care manager/activity organiser to give pre-course information and post course feedback on individual's progress throughout the classes
8. Design and maintain records including enrolment forms, individual learning plans and evaluations for all individuals
9. Undertake relevant training to enable delivery of high quality classes
10. Deliver Engagement/Fitness related qualifications for care staff
11. Work with company projects on healthie lifestyles for service users



## 12. Extend HCPA community programme of exercise- potential delivery of Yoga, Thai Chi, Pilates

### **Person Specification:**

- Own transport with insurance for business use is essential for this role as travel around Hertfordshire is required
- Previous experience of providing fitness based activities is essential and experience in health and social care settings is desirable.
- A degree in Sports Science or similar is desirable
- Previous experience of providing care within health and social care settings is essential
- Happy to work with clients with various needs including dementia, learning disabilities, physical disabilities and mental health needs
- Excellent communication skills both written and verbal
- Fit and able – this job requires activity and the tutor must be able to partake in exercise routines, moving and handling training and other physical activities
- Willing to take on additional training and qualifications relevant to job role

### **Health & Safety**

You will be required to adhere to Health and Safety requirements and instructions and bring to notice any apparent shortcomings or potential hazards.

### **Supervision**

Quarterly supervision with Programme Manager for Integration and annual appraisal.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The post holder will be consulted before major changes to duties and responsibilities by management.

### **Personal Qualities**

A really good communicator (face to face and on the telephone) who enjoys working with people and can work as part of a team. Committed to the company ethos of helping our members raise their quality standards. Well-presented and tidy. Keen eye for detail and use of professional language in all communications. Ability to be punctual.

### **Education /Qualifications**

**PROBATION:** this job will be subject to a 3-month probation period