



JGA PAID TRAINEE COACHING JOB OPPORTUNITIES

Dear Parents/guardians,

I am pleased to inform you that J'Amies Gymnastics Academy are offering paid part time trainee gymnastics coaching positions for students 14 years and over. Since starting the programme in 2017 JGA have employed over 25 trainee coaches that have been given the opportunity to learn how to teach gymnastics under the supervision and support of our qualified coaches. These coaches have also been enrolled onto coaching courses paid by JGA to assist with gaining further knowledge on how to teach gymnastics, which then leads onto an increase in pay.

Four trainee coaches that joined the programme in December 2017 are now fully qualified, have been promoted to Junior Leaders and Supervisors and have been offered and since accepted full-time gymnastics coaching position.

Please see enclosed some further information regarding the position, should your son/daughter be successful.

Kind Regards,

Holly Freeman
Director
JGA



JGA PAID TRAINEE COACHING JOB OPPORTUNITIES INFORMATION PACK

The Role

The successful candidate will be fully trained by our qualified coaching team/supervisors. The trainee coach job role will include the following:

- Lead pre-school & recreational warmups
- Organise games
- Assist qualified coaches during the session
- Support gymnasts
- Assist with setting up and setting down the equipment safely

Availability

JGA currently have 10 academies that run from Monday-Saturday. Paid trainee coaching positions will be offered at any of the 10 locations listed below.

Times will vary depending on the location, however most classes coaches would need to start at 4.45pm-6.30pm week days and Saturday from 8.45am.

Please see below our current locations:

Oasis academy (*located at Oasis Academy Arena*)
Bromley Academy (*located at Raglan Primary School*)
Beckenham Spa Academy (*located at The Spa, Beckenham*)
Biggin Hill Academy (*located at Biggin Hill Primary School*)
Bexleyheath Academy (*located at St Catherine's Catholic School*)
Chislehurst Academy (*located at Chislehurst School for Girls*)
West Wickham Academy (*located at West Wickham Primary School*)
Thornton Heath Academy (*located at St James the great Primary School*)
Clapham Academy (*located at Bonneville Primary School*)

Coaching Courses & Accreditations

JGA will cover the cost of trainee coaches to attend a 1-day level 0 course for those 14 years +, if the trainee coach is working a minimum of 5 hours per week.

All coaches require British Gymnastics Insurance which must be paid for by the coach. The current cost is £19 per annum which is always renewal in September. This must be completed by going directly onto the British Gymnastics website and joining as a **gymnast**. BG does not recognize coaches until they hold a level 1 coaching qualification.



Salary

All trainee coaches will start on a basic salary of £4.62 per hour which will increase to £5 per hour once they have passed their level 0 course.

Communication

With parents permission, staff will be added into the JGA WhatsApp group where important information is shared.

Term time / school holiday hours

Once hours are agreed the successful candidate will continue to work as normal during term time only. School holiday hours will differ which will be confirmed by their manager.

Workshops

During school half terms/ holidays JGA runs workshops at our Chislehurst, Oasis, Bromley & Orpington academies. We ask that coaches work at least 1 per week. Information from your manager will be sent out prior to these holidays to confirm your availability.

Uniform

Smart sports clothing with the JGA logo must be worn at all times. When you start, please hand your chosen items of clothing to your manager who will organise for the items to be printed on.

Events

JGA requires all employees to attend any up and coming events held by JGA. For example, our annual academy championships/Christmas parties. Information will be sent out at the start of the year for these events.

Coaching clinics

JGA requires all employees to attend termly coaching clinics. Information will be sent out at the start of the year for these clinics.

Invoicing

All staff are required to send an invoice of works by no later than 9pm on 21st of each month. Invoices run from 22nd of 1 month to 21st of the other. For example, 22nd Jan – 21st Feb 2019. Invoices must be electronic and emailed to holly@jgagroup.co.uk
Invoice must include the following:

Invoice to: JGA, Unit A3 Peills Courtyard, Bourne Road, Bromley, BR29NS

Date of invoice:

Name:



Address:

Bank Details:

Start Time, Finish Time, Location, Hourly Rate, Total amount

Please see example below:

INVOICE

#100

FULL NAME HERE

Address details here

**DATE: 21st Jan-22nd Feb
2019**

JGA

Unit A3 Peills Courtyard
Bourne Road,
Bromley,
BR29NS

Date	Location	Start Time	Finish Time	Total hours	Hourly Rate	AMOUNT
02.01.19	Chislehurst Academy	4.45pm	6.30pm	1.75	£4.20	£7.35
03.01.19	Chislehurst Academy	4.45pm	6.30pm	1.75	£4.20	£7.35
OTHER						£14.70
TOTAL						

Bank details
Sort Code:

Name of Card:
Account Number:



**J'AMIES
GYMNASTICS
ACADEMY**

Company No 9029054



If you have any further questions, please contact holly@jgagroup.co.uk

WWW.JAMIESGYMNASTICSACADEMY.CO.UK

020 8464 1477

info@jgagroup.co.uk

Unit A3 Peills Courtyard, Bourne Road, Bromley, BR2 9NS