



## Job Description

You will be required to collect equipment into your own car prior to the day of your classes running. A large car, such as a people carrier or estate is essential for this job. Location of swapping equipment to be agreed with the successful candidate. You will also set up and breakdown the equipment before and after each day of classes, along with removing any unsuitable toys for babies in between toddler and baby classes. It is essential that all of the equipment is regularly cleaned and always presented to a high standard in order to retain the reputation that Story Sense has developed. You will be required to take a register at every class to ensure accurate information is kept on those who have or have not attended sessions.. You will be expected to promote the next term of classes and inform parents how and when to book.

You will also be responsible for keeping current customers and promoting to a new audience in order to ensure attendance levels remain high. If class numbers drop, these sessions will be cancelled and your hours will reduce.

Before running your own classes, you are expected to take part in a training programme alongside me in classes already running. You will also meet with myself regularly (at least termly) for up to date training on any changes to lesson plan materials and any new equipment. Once you have completed 6 weeks working alongside me, you will complete a further 4 weeks running classes under my guidance. If after this time you are able to run classes, set up and take down equipment to a high standard, you will then be solely in charge of classes and starting new classes in new locations. You will need to have taught at least 30 lesson plans in their entirety to be considered as fully trained within a 12 month period so this post requires a high level of commitment. After this is completed, you will be able to teach one-off classes (for example Christmas specials, mothers day etc) along with other services such as birthday parties (a required commitment to attend at least 3 other birthday parties alongside me will be required) which may take place on other week days or weekends.

As a class leader you will earn £11 per hour.

Each class day requires 45 minutes set up time and 45 minutes pack up time at the end. You will be expected to run 3 classes a day, with a 20 minute break between each class.

I am looking for someone to work 2 days a week across 2 locations. Both locations and days will be discussed with the successful applicant.

You will be required to attend weekly training for 6 weeks in June 2021, and will be running classes starting in September 2021.

*(Applicants must be fit and healthy as the role is very physical and there can be some lifting to do when getting props and setting up.)*

