

# SESMA Martial Arts UK

Developing Confidence & Self Esteem since 1989

## Staff Roles

### Instructors

1. To greet students and parents
2. Assign students training areas
3. Take register
4. Warm up & Stretch Students
5. Teach students martial arts accordance to the Instructors Timetable
6. See students out to waiting parents
7. Comment to parents on the progress of their children
8. Clean down training area and equipment
9. Other duties that the School Owners may ask for you to do.

### Assistant Instructors

To assist the Instructors with:

1. Greeting students and parents
2. Assigning students training areas
3. Taking register
4. Warming up & Stretching Students
5. Teaching students martial arts accordance to the Instructors Timetable
6. Seeing students out to waiting parents
7. Cleaning down training area and equipment

### Reception

1. Greet new students and parents
2. Monitor the Student Journey on the NEST system
3. Take payments for equipment and classes.
4. General Admin as set by School Owners

Reviewed 2<sup>nd</sup> February 2022

Reviewed by Mark Wayne Baker