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
8. Other duties that an instructor may ask for you to do.

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
5. General Cleaning of office and other areas

Reviewed 05/03/2026
Reviewed by Mark Wayne Baker