



Aga Khan Academy Dhaka

Job Title:	Fitness Suite Supervisor
Department:	Whole School
Reporting Line:	Dean of Athletics
Position Location:	Dhaka, Bangladesh
Status	Full-time

Purpose:

The Fitness Suite Supervisor is responsible for the safe, effective, and professional operation of the school's fitness suite. The role requires the supervisor to be present in the fitness suite during operational hours, ensuring the safety and wellbeing of all students and staff using the facility. The supervisor will oversee the appropriate use of equipment, maintain a safe and orderly environment, manage incidents and behaviour issues, and support the wider Athletics & Physical Education department.

Context:

The Aga Khan Academies are an integrated network of residential schools dedicated to expanding access to education of an international standard of excellence to exceptional young men and women regardless of their ability to pay. Envisaged in Africa, South and Central Asia and the Middle East, the Aga Khan Academies' foundational values include pluralism, meritocracy and civil society. Housed in spacious and attractive campuses with outstanding facilities the Academies offer the International Baccalaureate (IB) Curriculum from Primary Years to the Diploma and provide a rich opportunity for both teachers and students alike to grow both professionally and personally. The first Aga Khan Academy opened in Mombasa, Kenya in 2003, the second in Hyderabad, India in 2011, the third in Maputo, Mozambique in 2013, and the network expanded with the opening of the fourth Academy in Dhaka, Bangladesh.

The Academies aim to develop meritorious young men and women into homegrown ethical leaders through education of the highest international standard in purpose-built campuses. The vision and ethos of the Aga Khan Academy Dhaka is encapsulated in its mission statement that calls for a commitment to promote excellence in teaching.

The primary focus of every teacher at the Academy is to consider what the students are learning, how they are demonstrating that learning, and how to nurture students within the school community. As IB practitioners, they have the responsibility to demonstrate a commitment to the IB beliefs and values and translate them into daily classroom practice, while developing the attributes of the AKA learner profile both within themselves and their students.

Teachers at the Aga Khan Academy Dhaka also show a commitment to continually developing themselves as members of a professional learning community, and they will be expected to interact and collaborate with colleagues across the campus and contribute to the growth of the Academies network in appropriate ways, through mechanisms such as virtual planning exercises and teacher exchanges.

Main responsibilities:

Fitness Suite Supervision

- Supervise the fitness suite at all times during operating hours.
- Monitor and support students and staff using fitness equipment, including treadmills, rowing machines, exercise bikes, resistance machines, free weights, and other fitness equipment.
- Ensure all users follow established fitness suite rules, procedures, and safety protocols.

- Provide basic guidance on the safe and correct use of equipment.
- Control access to the facility and ensure only authorised users enter the fitness suite.

Health, Safety and Safeguarding

- Ensure the fitness suite operates in accordance with school health and safety policies.
- Maintain constant awareness of student welfare and safeguarding requirements.
- Respond appropriately to accidents, injuries, illnesses, or emergencies.
- Log and report all accidents, injuries, incidents, and near misses.
- Ensure emergency exits, first aid equipment, and safety procedures are maintained and accessible.
- Escalate serious incidents to relevant school leaders promptly.

Equipment Management and Maintenance

- Conduct routine equipment inspections before and after use.
- Perform minor maintenance and repairs where appropriate and safe to do so.
- Report faults and arrange servicing of equipment when required.
- Maintain a detailed maintenance and repair logbook.
- Monitor equipment condition and identify replacement requirements.
- Ensure all equipment is stored safely and correctly.

Facility and Storage Management

- Maintain a clean, safe, and welcoming fitness suite environment.
- Ensure equipment is returned to designated storage locations after use.
- Manage the fitness suite storage room and equipment inventory.
- Conduct regular stock checks of equipment and supplies.
- Ensure cleanliness standards are upheld and report any housekeeping issues.

Behaviour Management

- Promote a positive, respectful, and inclusive fitness environment.
- Challenge and manage inappropriate behaviour in accordance with school policies.
- Enforce fitness suite expectations fairly and consistently.
- Address misuse of equipment immediately to prevent injury or damage.

Record Keeping and Administration

- Maintain accurate records of:
 - Accidents and injuries
 - Near misses
 - Behaviour incidents
 - Equipment inspections
 - Maintenance and repairs
 - Equipment inventories
- Produce reports as requested by the HPE/Athletics Department or school leadership.

Support for Physical Education Department

- Assist PE teachers during practical lessons and fitness sessions.
- Help prepare equipment and facilities for lessons and extracurricular activities.
- Support school sporting events, fitness initiatives, and wellbeing programmes when required.
- Contribute to the promotion of health, fitness, and active lifestyles within the school community.

SPECIFICATIONS (Candidate profile):

Required Attributes:

- Experience working with young people in a school, sports, leisure, community, or youth setting.
- Understanding of health and safety procedures.
- Ability to supervise groups of students confidently and professionally.
- Ability to manage behaviour positively and consistently.
- Competent record-keeping and administrative skills.
- Reliable, organised, and self-motivated.
- Willingness to undertake safeguarding training.
- Ability to obtain satisfactory background and safeguarding checks.
- Experience maintaining fitness equipment.

Education:

- Bachelor's degree in physical education or equivalent qualification.
- Fitness industry qualifications (e.g., Gym Instructor, Fitness Instructor, Personal Trainer, Sports Coaching, Sports Science, or equivalent).
- First Aid at Work qualification or equivalent.

Valued additional assets:

- Manual handling training.
- Knowledge of strength and conditioning principles.

Skills:*Experience and Technical Skills*

- Experience working in the fitness, leisure, sports, recreation, or physical education sector.

Other Skills and personal traits

- Excellent command of English and preferably Bangla – both written and oral.
- Positive role model for students.
- Enthusiastic about fitness, health, and wellbeing.
- Calm and confident under pressure.
- Strong attention to detail.
- Professional and trustworthy.
- Able to work independently and as part of a team.
- Committed to safeguarding and student welfare.

KEY RELATIONS:**Internal relations:**

- Students
- Dean of Athletics
- Faculty
- Administrative staff

External relations

- Parents
- Local Community
- The Academies Unit