

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Pedestrian Trainer

Vacancy ID: 008468

Salary: £7.9693 - £8.1932 per hour

Closing Date: 18/02/2018

Benefits & Grade

Grade F plus local wage supplement

You will receive a holiday plussage on all hours worked which will be paid at the same time as the normal pay for the work. The holiday plussage is based on the 31 days DBC contractual entitlement and this equates to 13.54%.

Contract Details

Casual

Contract Hours

As and when required

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

If you are enthusiastic about road safety for children you may be the person we are looking for to help achieve Darlington's casualty reduction targets.

You should enjoy working with children and will be expected to work flexibly, on a casual basis, mainly during school term time, to assist with developing, executing and co-ordinating our established pedestrian training programme.

You will be able to display confidence and enthusiasm and have the ability to communicate effectively with young people.

No experience is necessary, as full training will be provided giving guidance and advice on delivering the programme.

We usually run a 3 week programme for each group of children receiving the training and generally the work available is on an afternoon, however there will be occasions when you may be required to work on a morning. Each afternoon session is 1.5 hours per day and the total number of hours that may be offered to you would depend on your availability and the training taking place. You would need to be available for at least 2 days each week of the 3 week programme.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Dawn Harker, Road Safety Support Officer, on 01325 406697.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH

JOB DESCRIPTION

<u>POST TITLE :</u>	Pedestrian Trainers
<u>GRADE :</u>	F
<u>JOB EVALUATION NO.</u>	B1828
<u>REPORTING RELATIONSHIP</u>	To be directly responsible to the Road Safety Support Officer
<u>JOB PURPOSE :</u>	To train children to be safer pedestrians
<u>POST NO.</u>	D05808
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To prepare, deliver and assess pedestrian training lessons.
2. To be responsible for setting a good example of safe pedestrian behaviour both on and off duty.
3. At all times to be totally responsible for the safety of the children out of the school environment following a documented code of practice.
4. To be responsible for the care and use of the adult and child high visibility jackets and other equipment needed for training.
5. This post has a high level of contact with, and responsibility for, children
6. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
7. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
8. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
9. Carry out your role in line with the Council's Equality agenda.
10. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
11. Any other duties of a similar nature related to this post that may be required from time-to-time.

12. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: January 2018

DARLINGTON BOROUGH COUNCIL**ECONOMIC GROWTH****PERSON SPECIFICATION****POST NO – D05808**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	A qualification connected to working with children		D
	Experience & Knowledge		
2	Experience of dealing with children	E	
3	Previous experience of a work related road safety issue		D
	Skills		
4	Ability to communicate orally, including with young people	E	
5	Ability to work successfully as part of a team	E	
6	Ability to plan lessons		D
	Personal Attributes		
7	Ability to be on time for all duties	E	
8	Able to demonstrate an understanding of the need for a good sense of discipline and fairness	E	
9	Enthusiastic and take a pride in work projects		D
	Special Requirements		
10	Reliable with a flexible approach to working time arrangements, with the ability to work during school hours mainly during term time	E	
11	Ability to work both morning and afternoon school sessions	E	
12	Motivation to work with children.	E	
13	Interest in working with children to promote their development and educational needs.	E	
14	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
15	Suitability to work with children.	E	
16	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.