

DARLINGTON BOROUGH COUNCIL

ECOMOMIC GROWTH

JOB DESCRIPTION

<u>POST TITLE:</u>	CYCLE INSTRUCTOR
<u>GRADE:</u>	G
<u>JOB EVALUATION NO:</u>	B1762
<u>REPORTING RELATIONSHIP:</u>	To be directly responsible to the Road Safety Support Officer.
<u>JOB PURPOSE:</u>	To train cyclists to use their bicycles in a safe and roadworthy manner.
<u>POST NO:</u>	D05804
<u>PDR COMPETANCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES AND RESPONSIBILITIES

1. The duties of the post involve the preparation, execution and assessing of lessons and/or training sessions.
2. Cyclist Training Instructors are responsible for setting a good example of safe riding practices both on and off duty.
3. At all times during training, the care and safety of the trainee cyclists will be a major responsibility of the instructor.
4. Cyclist Training Instructors will be required to set out and collect the portable warning signs in those circumstances which are identified on specific sites risk assessment.
5. It will be the responsibility of Cyclist Training Instructors to ensure that all child cyclists wear the high visibility jackets provided for on road use during lessons.
6. As cycle helmets are not legally compulsory in the UK it will be the duty of Cyclist Training Instructors to wear a helmet whilst riding to encourage and set a good example to others about this practice.
7. Cyclist Training Instructors will be required to write end of course/session certificates and assessments.
8. This post has a high level of contact with, and responsibility for, children.
9. 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.

10. 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.
11. 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.
12. Carry out your role in line with the Council's Equality agenda.
13. 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.
14. Any other duties of a similar nature related to this post that may be required from time-to-time.
15. 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 + BARRED LIST CHECK, 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 with the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : April 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

CYCLE INSTRUCTOR

ECONOMIC GROWTH

POST NO - D05804

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Hold a nationally recognised instructor cycle training qualifications or be able to obtain within a reasonable period of time.	E	
	Experience & Knowledge		
2	Knowledge of current legislation concerning cycling in the highway.	E	
3	Experience of working with children		D
	Skills		
4	Ability to work with people at all levels of cycling experience.	E	
5	Ability to effectively communicate both orally and in writing.	E	
6	Ability to work successfully as part of a team.	E	
7	Ability to plan lessons.		D
	Personal Attributes		
8	Ability to be on time for all duties	E	
9	Must be a keen active cyclist	E	
10	Able to demonstrate a good sense of discipline and fairness	E	
	Special Requirements		
11	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
12	Reliable with a flexible approach to working time arrangements.	E	

13	Available to work on at least two days per week, for approximately 6 weeks per scheme/programme, and be available morning and afternoon.	E	
14	Satisfactory enhanced disclosure + Child Barred list check	E	
15	Capable of independent travel to carry out the requirements of the post.	E	
16	Interest in working with children to promote their development and educational needs.	E	
17	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
18	Suitability to work with children.	E	
19	Access to a well maintained bicycle	E	