Newcastle City Council

Post Title	Road Safety Instructor	AA3949
Evaluation	394 Points **Grade:**	N4
Responsible To	Road Safety Manager	
Responsible For	NA	

Job Purpose   Delivery of a variety of Road Safety Initiatives and Training including, Pedestrian Training, Balance Bike Training and Bikeability Cycle Training at various locations and to different target groups across Newcastle following a pre-arranged programme of delivery.

The Road Safety Instructors will ensure that courses and delivery comply with the relevant standards and the Council's policies and procedures.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. The necessity to perform duties at a lower level of responsibility is not precluded

1. To deliver Road Safety Training.

2. To ensure the safety of trainees and other road users at all times.

3. Attend internal and external training and meetings to keep up to date with developments in the delivery of Road Safety and Cycle training.

4. Ensure training records and paperwork are completed and returned at monthly team meetings.

5. To check that appropriate resources are available to support the delivery of various road safety programmes.

6. To undertake 'dynamic' risk assessments when delivering Road Safety Programmes.

7. To support Senior Instructors in promoting sessions to enhance the image and reputation of the Road Safety service and encourage the take up of training places for all programmes.

8. To assist in ensuring the standards and targets for all training are achieved.

9. To support schools to help them get the most out of the training.

10. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery

11. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.