



Job profile

Child Pedestrian Training Co-ordinator

Grade E

Group: Economy, Innovation & Growth

Service: Planning Policy, Climate Change & Transport Policy

Location: Civic Centre

Line Manager: Team Leader, Sustainable Transport & Road Safety

Car User Status: Casual

Job Purpose

To ensure effective delivery of Schools Go Smarter Child Pedestrian Training (CPT) in participating schools across Tyne & Wear and Northumberland, primarily to lower Key Stage 2 pupils.

The key roles of this post will include:

1. To co-ordinate, train and supervise the team of Child Pedestrian Trainers, delivering classroom-based and on-road training.
2. To coordinate delivery schedules and deployment of trainers to maximise use of staff resource.
3. To take part in a significant proportion of Child Pedestrian Training sessions, to maximise delivery potential and provide quality assurance.
4. To support and liaise with the lead trainers (where appropriate) and/or their managers in each participating Local Authority.
5. To ensure measures are in place to comply with relevant safety and safeguarding requirements.
6. To provide or assist in providing relevant ongoing training and professional development as and when appropriate for team members.
7. To gather, evaluate and interpret information relating to the programme.
8. To undertake and be responsible for elements of financial administration and/ or procedures to comply with financial requirements.
9. To monitor the training programme and to prepare associated reports as and when required.



10. To assist in the development and promotion of CPT.

11. To undertake other duties appropriate to the post and grade.



Knowledge & Qualifications

Essential:

Knowledge

- Basic Road Safety practice
- Administrative and clerical processes

Experience

- Demonstrating good organisational, communication and leadership skills in a work setting
- Working on own initiative
- Demonstrating good numeracy, literacy and IT skills encompassing a working knowledge of Microsoft Office, including information and data management using databases
- Applying organisational skills in a work-related environment

Qualifications

- 5 GCSE passes at Grade A-C or Grade 4-9 (or equivalent).

Desirable:

Knowledge

- Road safety policies and strategies
- Local Government procedures
- Sustainable travel issues
- The school environment
- Child Pedestrian Training techniques

Experience

- Working in a Road Safety or Educational environment
- Project management or project coordination
- Working with children
- Current driving licence and access to a car, or means to mobility support

Qualifications

- Education to A level or possession of appropriate qualification in relevant discipline



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences