



Job profile

'Bikeability' Cycle Instructor

Grade B/C

Group: Economy, Innovation & Growth

Service: Policy, Climate Change and Strategic Transport

Location: Civic Centre

Line Manager: Road Safety Officer

Car User Status: Casual

Job Purpose

To deliver cycle training to primary school children enabling children to cycle more safely and confidently.

The key roles of this post will include:

1. Deliver cycle training to groups of children to Bikeability standards
2. Work with and manage groups of children in a controlled, clear and calm manner
3. Manage and organise sessions at schools liaising with teaching and support staff
4. Support the Road Safety Officer with administration in organising and booking sessions and updating training records
5. Assist with other projects which aim to raise levels of cycling and walking
6. Gain if necessary and maintain Bikeability accreditation and other qualifications relevant to the post
7. Demonstrating cycling skills competently and confidently to children
8. Explaining the principles of safe cycling to children
9. Demonstrating good communication skills, understanding and empathy with children
10. Ensure health and safety and safeguarding principles are maintained
11. Transporting training equipment to sessions by car
12. To undertake other duties commensurate with the post grade.



Knowledge & Qualifications

Essential:

Knowledge

- Confident and competent cyclist in urban locations with good road sense
- The principles and theory of safe cycling
- Good interpersonal & communication skills
- Ability to work with and encourage children of a young age to deliver training
- Have some understanding of training

Experience

- Working with children in a group and on one to one

Qualifications

- Must have good standard of numeracy and literacy
- A full drivers licence

Desirable:

Knowledge

- The use of visual aids and teaching resources
- Knowledge of road safety education and training
- Local Government and education procedures

Experience

- Basic bicycle maintenance
- Experience of cycle training as an assistant or volunteer
- Managing work and working in a team
- Working in an educational environment
- Appropriate IT software applications specific to post (for example for completing assessment sheets, timesheets, reports to parents)
- Health and Safety procedures
- Safeguarding procedures

Qualifications

- Accredited Bikeability Instructor
- First aid
- Availability of a car for use



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