**Job Description**

|  |  |
| --- | --- |
| **Job title** | Cycle Instructor |
| **Grade** | 1  |
| **Service/Team** | Schools/Public Highway |
| **Main purpose of job**  | * To undertake a daily routine to support the delivery of specified programmes and activities which develop individuals and groups.
 |
| **Key responsibilities**  | * To teach children to ride safely on the highway and gain Level 2 Bikeability Certificate
* To help young riders learn how to gather information from their environment to enable them to make their own decisions about what to do and when
 |
| **Key tasks**  | * Prepare, plan, deliver and evaluate cycle training courses
* Completion of course paperwork, including registers, consent forms, client assessments, course reports and results
* Be responsible for maintaining health and safety during cycle training sessions, and be aware of council health and safety procedures
* Liaise with clients, businesses and individuals
* Give advice to clients on any relevant cycling matters
* Report all course information and feedback to the office
* Complete necessary instructor qualification
* Any other duties as requested by the Road Safety Team
 |
| **Responsible for staff/equipment**  | * Conduct suitable risk assessments of the children, the cycles, the training area and on-road locations and record in writing
 |
| **Other duties/specific policies e.g. DBS** | * The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* Position is subject to a DBS standard check
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
 |