

JOB DESCRIPTION

Job Title: Bikeability Instructor

Directorate & Section/Unit: People/Road Safety Education Team

Reporting to: Road Safety Education & Skills Team Leader

Responsible for: Children being trained & adult supervisors

Salary Grade: Scale 3 (x per hour plus 14.49% enhancement)

DMA Management Level: Frontline

DMA Span of Control (Direct Reports): N/A

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- Deliver cycle training (mostly Bikeability) courses and activities to school age children in accordance with the Worcestershire County Council Cycle Training Instructor Manual.
- Instruct, coach, train, mentor and teach individuals to the Bikeability National Standard
- Equip children with the skills and confidence to cycle on today's roads. Empower children to cycle independently competently and confidently

Main Activities & Responsibilities:

- Deliver cycle training at various locations in a designated area in the County to the National Standards of Bikeability across 3 Core Levels
- Deliver training in accordance with the course schedule and site-specific training area supplied, the Delivery Guide and WCC policies and procedures
- Working with a fellow Instructor provide cycling demonstrations and tuition predominately to groups of children aged 9-11 years of age
- Provide accurate assessments of riders' skills and deliver feedback in a positive way which encourages development
- Completion of course paperwork, including registers, client assessments, certificates, course reports and results

- Maintain the health and safety of pupils and assistants during cycle training sessions with awareness of safeguarding, accident and incident reporting procedures
- Engage with children, parents and schools as appropriate
- To be responsible for risk management of the group training and accountable for the safety and welfare of colleagues and riders.
- Adapt courses to suit the requirements of the school, or the needs of the individuals including SEN considerations
- Conduct dynamic risk assessments on arrival at training sites and daily, whilst keeping training within the site-specific risk assessed area
- Conduct site specific risk assessments for training sites to be used in Level 2 or 3 Bikeability courses (if/when trained only)
- Complete online CPD courses annually
- Submit monthly time and expense claims for work carried out
- To carry and use all necessary equipment and PPE (bike, helmet, first aid kit, cones, hi-vis, multi tool, pump etc) and occasionally loan equipment such as bikes and helmets for pupils
- Give appropriate advice to clients on any relevant cycling matters

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Road Safety (Education & Skills) Team Leader, Bikeability Supervisors, School Crossing Patrol/Road Safety Technician, Road Safety Instructors, Other County Council Officers

External: Head Teachers, Teachers, Teaching Assistants/Support Staff, other school-based staff, Pupils, Parents, Volunteer Assistants, members of the public, clients and customers

Additional Information:

- You must be able to complete a Level 2 1st4Sport Qualification in cycle training (4 day course practical course and online coursework, followed by a post course assessment within a 6 month period).
- The daily hours worked may vary depending on the number of courses being run, arrangement and availability. No guarantee of work can be given.
- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, schools, families, young people, and within a timely manner.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Jacqui Phillips

Date: 03/07/2023

Date of grading confirmation: 12/07/23

PERSON SPECIFICATION

Job Title: Bikeability Instructor

Directorate & Section/Unit: People/Road Safety Education Team

Salary Grade: Scale 3

EXPERIENCE:

It is **essential** that the post holder has:

- Demonstrable experience of teaching, coaching, training or instructing roles with children or young people
- Experience in using risk assessment documents and risk management of groups
- Experience of cycling competently and confidently on all types of roads and in traffic

It is **desirable** that the post holder has:

- Experience of delivering cycle training
- Experience of working with or in schools

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- The ability to cycle competently, confidently, and consistently to Bikeability Level 3 standard (all types of roads and traffic)
- The ability to complete a 1st4Sport Level 2 Award in Instructing Cycle Training
- A good understanding of road use, traffic awareness and good road safety practices
- Working knowledge of the highway code, highway environment and related features e.g., signs, lines junction priority and other aspects of the Highway Code
- An awareness of safeguarding
- Working knowledge of basic bike maintenance
- Considerable ability to teach and impart knowledge to groups of children
- Thorough organisational skills
- The ability to be punctual, presentable, trustworthy, honest and reliable
- The ability to communicate effectively with individuals of all levels, especially children, parents and schools, confidently, sensitively and diplomatically.
- The ability to supervise adults and children
- The ability to be decisive, maintain good discipline, inspire confidence and give encouragement
- To be competent at safeguarding and managing risk of a group of children
- Team working skills
- Evidence of excellent IT skills in Microsoft Office
- Proven initiative and judgement to resolve complex or contentious day-to-day problems independently or refer upwards where necessary
- The ability to demonstrate an understanding of risk assessments and their application
- The ability to interpret collision data specific to highways risk assessments
- The ability to absorb complex details and synthesise information into risk assessment reports

It is **desirable** that the post holder has:

- Local cycling infrastructure knowledge
- Knowledge of the Bikeability National Standards

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Good level of literacy and numeracy or equivalent to NVQ level 2.

It is **desirable** that the post holder has:

- Completed theory and practical training in cycle instruction
- A first aid qualification
- A 1st4sport Level 2 Award in Instructing Cycle Training
- Risk assessment training
- Cycle maintenance training
- Safeguarding training

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Their own bike that can be used during cycle training courses
- Availability to deliver courses over 4 consecutive days in school time, term time only under a zero hours contract arrangement
- The ability and willingness to attend a 4-day 1st4sport Instructor practical course and online coursework, followed by a post course assessment within a 6-month period to gain accreditation
- The ability to offer a minimum commitment of 3 weeks work per school term
- A willingness to work in all weathers
- A willingness to undertake annual CPD training including meetings, practical sessions and online courses as appropriate
- A positive approach and is enthusiastic about cycling as a means of transport, leisure and sports pursuit and as a healthy form of exercise
- A willingness and ability to travel in the area assigned to the instructor.

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Date: 03/07/2023