

Kingston and Sutton Shared Environment Service (SES)

**CASUAL INSTRUCTOR TRAINER
JOB DESCRIPTION AND PERSON SPECIFICATION**

Division: Highways & Transport

Grade:

Job Title: Casual Cycle Instructor Trainer

Non-Qualified

D

Qualified

D+2

(equivalent hourly rate)

RELATIONSHIPS

1. RESPONSIBLE TO:

- Cycle Training Coordinators
- Centre Administrator

2 SUPERVISORY RESPONSIBILITY FOR:

Learner Instructors, riders including children

3. IMPORTANT INTERNAL RELATIONSHIPS

Recognised Delivery Centre workforce. Shared Service Instructors and Sustainable Transport Officers within the Sustainable Transport Team.

4. IMPORTANT EXTERNAL RELATIONSHIPS

Learner instructors, Bikeability Providers, school staff, pupils' parents or carers, members of the public.

MAIN PURPOSE OF JOB

- To work as a professional National Standard Instructor Trainer delivering qualifications courses according to Role 6 of the National Standard for cycle training.
- To train and support new instructors in a mentoring capacity to achieve their qualification

MAIN RESPONSIBILITIES/DUTIES OF JOB

GENERAL

Flexibility

- Ability to adapt in response to new information or changing circumstances, and is open to new approaches.
- Works and collaborates effectively in dynamic environments.

Performance

- Is motivated and assists to deliver team and service plans that support delivery of corporate vision
- Works to meet clear objectives and takes on board feedback regarding their performance

Communications

- Promotes and raises the profile of the Sustainable Transport and the services it provides
- Listens and seeks to understand the position and views of others
- Uses a range of communication styles to influence others
- Communicates clearly and appropriately with customers and colleagues

INSTRUCTOR TRAINER

As part of a Recognised Delivery Centre (RDC) you will:

- Regularly liaise and meet with existing Tutors and Centre Administrator
- Deliver Level 2 Award in Instructor Cycle Training 4-day courses
- Mentor and guide newly trained Instructors to achieve their qualification at their workplace
- Deliver relevant Continuous Personal Development courses for existing instructors
- Assist in the preparation and development of the RDC Instructor Training Programme
- Liaise with instructors learners and organisations to provide advice and book assessment visits
- Support the council's shared service delivering Bikeability to children and adults

PERSON SPECIFICATION

Essential:

- Be an existing National Standard instructor with at least 2 years continuous experience delivering Bikeability, matching **Role 6 of the National Standard (Enable others to cycle safely and responsibly)**
- Have a good knowledge of the National Standards for cycle training, their background and ongoing development.
- Be able to conduct routine maintenance checks and repairs
- Have excellent communication skills with the ability to provide constructive criticism in a positive, even-handed and fair manner
- Be friendly, tolerant and able to empathise with the problems that adult learners' may experience
- Good personal presentation with proven ability to communicate with children and members of the public, individually and in groups
- Be punctual, reliable and trustworthy

- Good general fitness with the ability to carry necessary cycle training equipment.
- Have excellent administration and organisational skills
- Have good IT skills, comfortable using on-line platforms for bookings, tasks management and reporting
- A commitment to Equal Employment Opportunity and to Health and Safety principles and practices

Desirable:

- Already attended or attending an NSIT Course or Level 3 Award in Developing Cycle Training Instructors
- Be an experienced cycle mechanic;
- Previous teaching experience;
- Experience as a motorist or motorcyclist;

Training requirements

- To complete the **Level 3 Award in Developing Cycle Training Instructors**
- First Aid Emergency at Work as required.

Progression

On successful completion of the Level 3 Award in Developing Cycle Training Instructor, the post holder will receive an incremental pay rise.

Prepared by: Eric Chasseray

Signature

Date: 29/01/2020

