

Kingston and Sutton Shared Environment Service (SES)

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

Division: Highways & Transport

Grade:

Job Title: Casual Cycle Instructor

Non Accredited C

Accredited D

Instructor Trainer D+2

(equivalent hourly rate)

RELATIONSHIPS

1. RESPONSIBLE TO:

- Cycle Training Coordinators
- Sustainable Transport Officer
(as required)

2 SUPERVISORY RESPONSIBILITY FOR:

Trainee Cyclists including children
Trainee Instructors (as required for Instructor Trainer role)

3. IMPORTANT INTERNAL RELATIONSHIPS

Shared Service Instructors and Sustainable Transport Officers within the Sustainable Transport Team

4. IMPORTANT EXTERNAL RELATIONSHIPS

School staff, pupils' parents or carers, members of the public, private organisations. External cycle instructors as required.

MAIN PURPOSE OF JOB

- To work as a professional National Standard Cycle Instructor delivering cycle training to different groupings, ages and levels according to the National Standard for cycle training.
- To provide a comprehensive Bikeability programme for school pupils as part of a team.
To provide tailor-made cyclist training for individuals, families, social groups and workplaces

AND / OR

- To train and support new instructors as required for the Instructor Trainer role

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 positive 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

TECHNICAL AND OPERATIONAL

Control skills

To effectively assess and improve rider(s)' cycle handling ability prior road training.

Road cycling

To coach and support rider(s) on road to various locations. To supervise rider(s) whilst undergoing training while giving instruction on safe riding techniques under realistic but risk-assessed conditions.

Maintenance skills

To teach essential safety checks and repairs. To carry safety checks and adjustments on cycles and other equipment during Bikeability courses and public cycle events.

Other important responsibilities/duties:

- Carrying sites surveys prior to training sessions
- Carrying dynamic risk assessments in pre-assessed environments;
- Keeping accurate records;
- Feedback to the Council and riders;
- To attend regular induction and on-the-job mentoring; and;

Progression

If applicable, on successful completion of full National Standard accreditation, the post holder will receive an increment rise.

INSTRUCTOR TRAINER RESPONSIBILITIES

RBK is a Recognised Delivery Centre (RDC) for Level 2 Award in Instructing Cycle Training and for the right candidates, opportunities exist to be part of a team to deliver the following activities as required:

- National Standard Instructor / Level 2 Award 4-day courses
- Mentor and guide newly trained National Standard Cyclist Instructors.
- Deliver related Personal Development courses
- Assist in the preparation and development of the Instructor Training Programme
- To liaise with instructors learners and organisations to provide advice and book training sessions

As well as fulfilling the Person Specification you must:

- Have 2 years continuous experience delivering Bikeability
- Have a thorough knowledge of the National Standards for cycle training, their background and ongoing development.
- Have excellent communication skills, particularly oral communication skills, and ability to provide constructive criticism in a positive, even-handed and fair manner
- Be friendly, tolerant and able to empathise with the problems that the trainee instructor(s) may experience
- Have excellent administration and organisational skills
- Be able to stay calm in all situations
- Be punctual, reliable and trustworthy

Progression

When working in the capacity of a National Standard Instructor Trainer, candidates will be paid at the increased rate pay rate of D+2.

PERSON SPECIFICATION

Essential:

- Proven ability to communicate with children and members of the public, individually and in groups;
- Good personal presentation giving confidence to schools, parents, children and other instructors.
- Be a competent, experienced cyclist, able to match, **Roles 1 - 4 of the National Standard for Cycle Training.**
- Have a confident, positive and assertive riding style;
- Have a strong interest in promoting cycling as a form of transport;
- Be able to carry out basic cycle repairs
- Have a good command of the English language;

- Good timekeeping;
- Be enthusiastic, motivated and have an overall desire to help individuals to learn whatever their level of ability;
- A commitment to Equal Employment Opportunity and to Health and Safety principles and practices; and;
- Good general fitness with the ability to carry necessary cyclist training equipment.
- As described above there are additional specifications for a limited number of Instructor Trainers as required. This includes having the National Standard Instructor Trainer qualification or Level 3 award in developing cycle instructors.

Desirable:

- Already attended a 4-Day National Standard Accreditation / Level 2 Award Course
- Already attended the 2-day National Standard Instructor Trainer / Level 3 Award Course
- Be a competent cycle mechanic;
- Previous teaching experience;
- Experience as a motorist or motorcyclist;
- The flexibility to work as an individual and as part of a team;
- Knowledge of basic computing skills; and;
- An ability for routine office procedures including risk assessment.

Training requirements

- To complete a 4-day National Standard Accreditation course as required;
- To be assessed working with real riders;
- To have a first aid appointed person qualification as required.

Prepared by: Eric Chasseray

Signature

Date: 04/11/2019

