

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Cycle Training Instructor	Grade: Scale 4 - £27,494 30 hours a week – Fixed Term
Section: Road Safety – Engineering Group 3	Directorate: Environment and Community Services
Responsible to following manager: Senior Road Safety Officer	Responsible for following staff:
Post Number/s: N/A	Last review date: July 2025

Working for the Richmond/Wandsworth Shared Staffing Arrangement

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

Wandsworth Council is dedicated to reducing road casualties across all areas of user. Emphasis is placed on educating before they are at risk with interventions at carefully selected school ages and further training and education across the most at risk on our roads.

Specific Duties and Responsibilities

1. To work as a professional Cycle Instructor and advise trainees, both adults and children on matters of road safety in relation to cyclists, pedestrians and scooters and deliver cycle training to the National Standard in schools and at other venues as set out in the Cycle Training Delivery Guide (CTDG).
2. To assist the Road Safety Team in providing a comprehensive National Standard cycling program for schools as set out in the Cycle Training Delivery Guide (CTDG).

3. Be responsible for health and safety during cycle training session.
4. Conduct suitable risk assessments of the clients, the cycles, the training area and on road locations both formative & dynamic.
5. Liaise with service users as necessary.
6. Give advice to service users on any relevant cycling matters.
7. Completion of course paperwork, including registers, client assessment forms, course reports, risk assessments and results in a timely manner.
8. To undertake any other duties corresponding with the grading and overall intent of the post which are appropriate to the Road Safety Team.

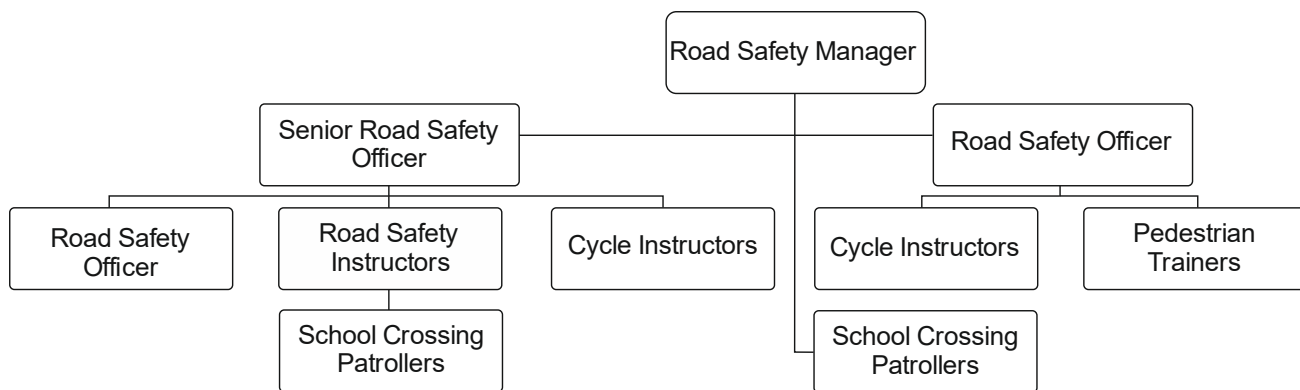
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Be enthusiastic about cycling, with an understanding of cycling as a sport, means of transport, leisure pursuit and healthy form of exercise.
- Work in a collaborative way with everyone in the team, across the Councils and ~~clients~~ service users to achieve the desired outcome.

Current team structure



Person Specification

Job Title: Cycle Training Instructor	Grade: Scale 4 - £25,624.50 30 hours a week – Fixed Term
Section: Road Safety – Engineering Group 3	Directorate: Environment and Community Services
Responsible to: Senior Road Safety Officer / Road Safety Manager	Responsible for:
Post Number/s:	Last Review Date: June 2025

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Have a secure knowledge and understanding of the Cycle Training Delivery Guide (CTDG).	A /I
Have a good understanding of the Highway Code.	I
To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.	A/I
Experience	
Carried out cycle training previously.	A/I
Proven ability to communicate with children / adults, individually and in groups.	A/I
Experience of working with children in a learning environment.	A/I
Ability to show patience and tact.	A/I

Skills	
Basic cycle maintenance, as set out in the Cycle Training Delivery Guide (CTDG).	I/T
Good written and verbal communication.	A/I
Be punctual and reliable.	I
Have a confident assertive riding style to Level 3.	T
Qualifications	
National Standard Accreditation - Level 2 Award in Instructor Training	A

A – Application form

I – Interview

T – Test

C - Certificate