

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Cycle Training Instructor	<b>Grade:</b> Scale 4 - £25,624.50 30 hours a week – Fixed Term
<b>Section:</b> Road Safety – Engineering Group 3	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Senior Road Safety Officer	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> N/A	<b>Last review date:</b> May 2024

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### 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.

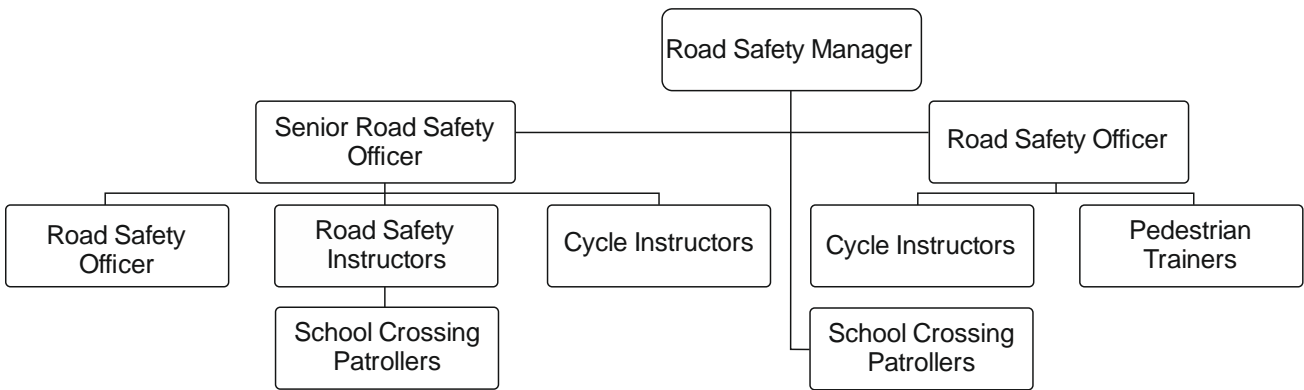
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, corresponding with the level of the post.

### **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

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<b>Post Number/s:</b>	<b>Last Review Date:</b> May 2024

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA 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)
<b>Knowledge</b>	
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
<b>Experience</b>	
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
<b>Skills</b>	
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
<b>Qualifications</b>	
National Standard Accreditation - Level 2 Award in Instructor Training and have booked in and or completed your RPL Training.	A

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**