

Kent County Council
Job Description: *Cycle Instructor*

Directorate:	Growth, Environment and Transport
Unit/Section:	Transportation – Safer Active Journeys team
Grade:	KR5
Responsible to:	Cycle Training Team Leader

Purpose of the Job:

To deliver National Standard cycle training, also known as ‘Bikeability’, in order to reduce pedal cyclist road casualties and promote cycling in general.

The training provides a basic skills, off-road course (Level 1), on-road training course (Level 2) and an advanced skills course (Level 3) to children and adults.

Main duties and responsibilities:

- Responsible for the delivery of Kent County Council’s cycle training services, including National Standard Cycle Instruction (aka Bikeability) in a safe and professional manner.
- Maintain regular communication with Cycle Training Organiser via email / telephone, to confirm availability for projected training dates.
- Accurate reporting and management of all course administration including registers, assessments, course reports and results.
- Instructors are responsible for identifying safe training locations and to undertake and record risk assessments to ensure the safety of colleagues and trainees.
- Instructors are expected to adapt training courses to meet the needs of individuals and groups, while still meeting the course objectives and outcomes.
- Ensure training is delivered in line with Kent County Council’s health and safety and safeguarding policies with a knowledge and application of the relevant reporting procedures, as required.
- To work with all stakeholders to promote cycling and active travel as an important mode of transport for health and the economy.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Cycle Instructor*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> National Standard Cycle Instructor Level 2 Numeracy and Literacy or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children and/or adults in an educational setting Experienced cycle instructor Be a competent cyclist with experience of cycling in modern traffic conditions
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to deliver high quality, customer centred service Ability to effectively communicate and organise adults and school aged children Ability to keep accurate records and work to deadlines Ability to be flexible and to travel across the district in a timely manner to deliver the training
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of National Standard Cycle Instruction curriculum and all aspects of cycle training Demonstrate an understanding of risk assessments and their application Computer literate and have email access
BEHAVIOURS	<p>Truth and judgement:</p> <ul style="list-style-type: none"> Be truthful, honest and realistic. Open to new ideas and welcome challenge on how you do things <p>Character and courage</p> <ul style="list-style-type: none"> Work to find positive solutions, be Creative Be proud of the work we do as one council, delivering positive outcomes <p>Outcomes and delivery</p> <ul style="list-style-type: none"> Be clear of what has got to be achieved, keep the end goal in mind and share knowledge of best practice. <p>People and partnerships</p> <ul style="list-style-type: none"> Team player and customer-focused <p>Tools and professionalism</p> <ul style="list-style-type: none"> Speak and act professionally at all times and ensure that ones knowledge and skills are kept up to date
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to

all

- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making