

Kent County Council

Job Description: *Pedestrian Trainer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Road Safety and Active Travel Group
Grade:	KR5
Responsible to:	Pedestrian Training Officer

Purpose of the Job:

Small Steps and associated packages is a child pedestrian training scheme designed to provide children, 5-7 years old, the practical road-side teaching needed to cross the road safely.

The Small Steps project aims to reduce child pedestrian casualties across Kent by equipping them with the skills to cross the road safely. In addition, the project aims to improve children's health by enabling them to walk safely to school and thereby reducing congestion and pollution.

The Co-Ordinator will be responsible for the co-ordination and delivery of Small Steps scheme(s) with schools, recruiting parent volunteers and recording children's progress.

Main duties and responsibilities:

- Responsible for the day to day running of the Small Steps and other associated programmes in local district.
- Liaise with selected schools to co-ordinate the delivery of pedestrian training schemes.
- The recruitment and training of volunteers in each school.
- To perform and accurately record risk assessments of suitable training sites within walking distance of schools.
- To deliver Pedestrian Training to groups of children with the aid of parent volunteers
- Keep accurate records of the training delivered.
- To liaise and communicate with parents/carers as required.
- To help at promotional events for the Small Steps project as appropriate.
- The post holder must carry out their duties in accordance with the KCC Policy and Guidance on Data Protection, Information Governance, Equal Opportunities and Diversity Policy Statement, Safeguarding and Child Protection, the Health and Safety Policy and the Service's requirements and standards. This includes ensuring the safeguarding and welfare of children, young people and vulnerable adults the employee is responsible for or comes into contact with, reporting any safeguarding concerns to the Designated Safeguarding Lead at the setting and to their line manager.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Small Steps Coordinator*

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"> NVQ Level 2 or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children and/or adults in an educational setting. Demonstrate an understanding of risk assessments and their application.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to effectively communicate and teach school aged children. Ability to motivate, train and work with a team of volunteer trainers Ability to work well in a small team as well on one's own initiative. Good organisational skills and able to manage own time effectively. Ability to keep accurate records and work to deadlines. Calm and professional manner with excellent inter-personal and communication skills. Ability to be flexible and to travel across the district in a timely manner to deliver the training. Computer literate and have email access. The ability to converse at ease with the public, answer questions and provide advice including the use of any specialist terminology relevant to the role/profession (where appropriate) and (where necessary) for an extended period of time. The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential, as part of your duties will involve visiting schools
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of Child Pedestrian Training and Road Safety initiatives.
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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding</p>

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

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)