



Cycle Instructor JOB DESCRIPTION

Responsible to: Partnership Manager / Bikeability Scheme Manager

Salary: Employed: Up to Grade 6 point 26 (£23,398) FTE

Freelance: Up to £15ph

(Subject to qualifications and experience - there may be the possibility to create an apprentice position)

Other Payments: Travel Expenses and Superannuation

Overall

To deliver National Standard for Cycle Training (Bikeability) and Bikeability Plus modules to all young people in member schools of the Chorley Schools Sport Partnership. Bikeability training provides a basic skills off-road course (Level 1), basic on-road training course (Level 2) and an advanced skills course (Level 3) to children and adults. Bikeability Plus is a series of 10 modules designed for Bikeability schemes to use to ensure that children and families are given the opportunities, skills, support and guidance that they need to make cycling part of their everyday life.

Main Responsibilities and Tasks

- Deliver high quality instruction to all young people.
- To assist with the organisation of the programme across Chorley SSP, providing all necessary information and equipment to schools.
- Support lead instructor to complete risk assessments of the trainees, cycles, and the training area (including on-road locations).
- Collection of consent forms at the start of training sessions.
- Complete course paperwork including registers, assessments, course reports and results.
- To be accountable for the safety and welfare of colleagues and trainees.
- Ensure training is delivered in line with Chorley SSP delivery plan, national standards and health and safety policy
- To be clear on Chorley SSP policies and procedures with a heightened awareness of accident and incident reporting procedures.



- Enable trainees to cycle safely, promoting cycling as a means of transport and a fun, healthy activity.
- Support and encourage intra school competitive opportunities for all young people.
- To work with community based sports clubs and groups to extend the range of opportunities for all pupils within the Partnership.
- Work with SSP staff to signpost young people in the Partnership to appropriate high quality community sport pathways.

Miscellaneous

- Advocate the role of physical education and sport in raising whole school standards.
- Monitor and evaluate all work undertaken and report on a termly basis, including case studies and pictures, as requested by the PM.
- Communicate effectively with the Partnership Team (e.g. Sport Co-ordinator, Coaches & PM) and the wider SSP network (e.g. Primary PE Co-ordinators and secondary PE Teachers).
- Be prepared to work outside normal working hours, including evenings, weekends and school holidays.
- To attend training and personal development opportunities.
- Any other duties commensurate with the grade of the job, as may be reasonably required by the Partnership Manager.

Cycle Instructor PERSONAL SPECIFICATION

Experience in the following areas:

Experience of coaching / teaching young people in a range of environments, Inc. schools, clubs and community settings	E
Experience of events, competitions or festivals organisation / management	E
Experience of completing risk assessment and adhering to health and safety procedures.	E

Posses the following skills & knowledge;

Ability to review and adapt.	E
Ability to lead and support	E
Ability to meet agreed targets	E
Ability to work unsupervised	E
Be enthusiastic & self motivated and have the ability to motivate others	E
Be decisive, maintain good discipline, inspire confidence & give encouragement	E
Good ITC skills	E
Good timekeeping	E
Possess strong communication skills, with the ability to communicate effectively with children, parents and schools.	E
Possess strong interpersonal, planning and organisational skills.	E
Understanding and awareness of road and traffic environments	E
Understanding of cycling as a sport, means of transport, leisure pursuit and healthy form of exercise	E
Understanding of road rules and the Highway Code*	D
Understand Child protection and welfare principles, policies and procedures*	D
Understand the meaning of sports equity*	D
Be well presented and dress in an appropriate fashion for your clients	E

Qualifications

Qualified to National Standard qualified cycling instructor	E
Basic cycle maintenance*	D
Minimum Operating Standard Courses*	D
(Safeguarding, disability awareness and equity)	
First aid qualification*	D
Good literacy and numeracy skills	E

** Full training will be provided if you do not meet these requirements*

Special Requirements

Regular and competent cyclist	E
Valid driving licence or regular access to effective means of transport	E
Have own roadworthy bicycle	E
Flexible working week, available evening and week-ends	E
A willingness to learn and commitment to continuous professional development	E
Commitment to and ability to promote equality of opportunity	E