

## Apprentice Job Description

<b>Responsible to:</b>	Manager
<b>Report to:</b>	Lead Instructor & senior staff.
<b>Salary:</b>	£6.40 per hour
<b>Additional Benefits:</b>	Extensive training, travel allowance, uniform and further benefits.

### Overall

An apprenticeship is a structured programme where you will spend approximately 80% of your time working and 20% in training. This combination allows for 100% learning over a period of 18 to 24 months. During the apprenticeship, you will receive **specific development to role**, acquire relevant qualifications, and gain valuable **experience**. With the ultimate goal to become a **fully qualified bike instructor** and multi sports schools coach capable of delivering the **national standards** to young people.

### Main Responsibilities and Tasks

- Complete all aspects of the apprenticeship, including work assignments and coordination with the training provider to access training sessions.
- Participate actively in training and personal development opportunities to enhance skills and knowledge.
- Learn and master the delivery of high-quality cycling instruction to young people, adhering to national standards.
- Conduct thorough checks to assess risks to trainees, bicycles, and training environments, including on-road locations, to ensure a safe learning experience.
- Adhere to all health and safety policies and procedures, maintain vigilance in safeguarding practices, and follow protocols for accident and incident reporting.
- Educate trainees on safe cycling practices, promoting cycling as a sustainable mode of transportation and a fun, health-beneficial activity.
- Support the organisation in providing high-quality physical education, sports, and competitive events for young people.
- Assist and teach in PE lessons, deliver high-quality extracurricular clubs, and support the delivery of PE and sports projects.
- Ensure timely completion of internal monitoring tasks, including attendance registers, assessments, and results, adhering to deadlines and compliance with GDPR for data protection.
- Be adaptable to flexible working hours, which may include evenings, weekends, and school holidays, to meet the programme's needs.
- Perform additional duties as needed, in line with the job's grade and as directed by the Manager/Director.

## Person Specification

### Experience in the following.

Coaching or working young people in a range of environments, including schools, clubs and community settings.

### Possess the following skills & knowledge:

Good organisational and communication skills	E
Good timekeeping	E
Be self-motivated and can motivate others	E
Be flexible and work well as part of a team.	E
Be able to use your own initiative	E
Good knowledge of sports, games and activities	E

### Qualifications:

Good literacy and numeracy skills at GCSE	D/E
Leadership or Sport Coaching qualifications	D/E
Duke of Edinburgh Awards	D/E

### Special Requirements

A willingness to be hands on and enthusiastic	E
A willingness to learn and commitment to continuous professional development	E
To be flexible, and able to work in the evening and weekends if required	E
Commitment to and ability to promote equality of opportunity	E
An ability to cycle and be road aware	E

### *Equal Opportunities*

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### *Health and safety*

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### *Safeguarding Commitment*

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### *Customer Focus*

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality and appropriate care and service.

### *Skills Pledge*

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and / or numeracy if they do not have one.

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