



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Road Safety Tutors		
GRADE:	G4	SERVICE AREA:	Economy & Environment
JOB CODE:	NJC04		
REPORTS TO:	Senior Road Safety Officer	LOCATION:	Various around the borough
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Hours of work will be subject to the needs of the service and the post holders availability. Pay will be based on session times Payment in lieu of annual leave will be made each April based on the number of days worked during the previous 12 months. The post holder needs to be physically fit and willing to work outdoors. The job involves a lot of walking and to be able to ride a bike during the Bikeability course delivery. Post is subject to Disclosure Barring Service checks 		

1. Main purpose of the job role:

- To carry out cyclist & pedestrian training programmes at various schools and sites around the Borough, to a set syllabus.
- Liaise with school/organisations staff.
- Responsible for completing course related documentation.
- Support the work of the Road Safety Team.

2. Role specific duties and accountabilities:

Reports to: Senior Road Safety Officer

- To deliver cyclist & pedestrian training programmes and promote active travel modes at school sites, working closely with the Road Safety and Sustainable Travel Team to meet their objectives.
- To carry out the Council's pedestrian / cyclists training programme within appropriate trainer / pupil ratios.
- To carry out cycle training to the National Standard Cycling Scheme (Bikeability).
- To attend training sessions as and when required.
- To complete necessary paper work.
- To support promotional activities of the Road Safety Team.
- To promote sustainable travel modes.
- The Road Safety and Sustainable Travel Team will be responsible for arranging and timetabling the courses and will then arrange for the tutor teams to deliver training.
- You will be responsible for liaising with School Staff during the course, reporting any problems to the Road Safety Team.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Road Safety Tutors	GRADE G4	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Highly developed inter-personal skills and organisational skills	A/I	3
Show an ability to communicate effectively with children (in particular 4 to 12 years old)	A/I	3
Show an ability to communicate effectively with School Staff	I	2
Demonstrate an ability to fill in simple forms related to cycling & pedestrian training schemes	A/I	3
Must be able to work without direct supervision	A/I	2
Must be mobile and able to travel from home to site.	A/I	3
Must be physically fit enough to carry out cyclist & pedestrian training for the full school day	A/I	3
Must be able to work outside normal office hours as required	A/I	1
Must be willing to attend 1 st 4sport Instructor course to gain accreditation to deliver courses to the National Standard.	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Familiarity in working in or with primary schools	A/I	1
Teaching or training experience	A/I	2
Regular cyclist	A	2

Evidence of continuous professional development (where applicable)		A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Trained to deliver National Standard Bikeability through 1 st 4sport preferable but not essential		A	
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
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