

**Cycle North**

HEART

Bennett Road

Headingley

Leeds

LS6 3HN

**Application Form**

**Cycling Instructor - Bikeability**

Thank you for your interest in becoming a Cycle Instructor with Cycle North.

We are currently recruiting instructors to deliver Bikeability Levels 1, 2 and 3 to primary and secondary schools. Please read the enclosed job description and personal specification and, if you would like to apply, complete and return the application form as soon as possible. If your application is accepted, we will then ask you to attend an interview.

For clarity, we would prefer you to type your answers if possible, otherwise please use a black pen.

The following items are included:

* An application form
* A job description, outlining the job purpose, principal responsibilities, key tasks
* A person specification, stating the essential and desirable skills and experience required for the job

Please email your completed application form to Andrew Crossley, [andrew.crossley@cyclenorth.co.uk](mailto:andrew.crossley@cyclenorth.co.uk), or send it by post to the above address.

Good luck with your application.



Yours Sincerely

**Andrew Crossley**

Director

[andrew.crossley@cyclenorth.co.uk](mailto:andrew.crossley@cyclenorth.co.uk)

Mobile: 07504282133

**Cycling Instructor – Bikeability**

**Job Description & Person Specification**

**Salary and employment conditions**

**Pay rates:**

Newly qualified instructors: £10.43 per hour

(equivalent to £11.68 per hour including paid holiday entitlement)

Experienced instructors: £11.50 per hour

(equivalent to £12.89 per hour including paid holiday entitlement)

**Benefits:**

* Travel expenses – 25p per mile paid for travel by bike, car or public transport
* Sick pay – payable if you are off work for 4 or more days
* Pension scheme – open to all employees, with employer’s contributions and tax advantages
* Training – First Aid, Child protection and cpd sessions.

Employment is on a sessional basis, with an initial 6 month probationary period. Newly qualified, and inexperienced, instructors will start on the lower pay rate, and rise to the higher rate following successful completion of the probationary period. Experienced instructors will start immediately at the higher rate.

Work is available mainly during school term times. The number of days worked per week is flexible to fit around your availability. On average, in the busier periods, most instructors work for us during term time 3 days a week; 18.5 hours per week 8.30 am – 3.30 pm.

There may be work available during the school holidays, weekends and out of school hours.

Applicants without a Bikeability instructor training qualification will be trained to the nationally accepted Level 2 Instructing Cycle Training Award. Applications from qualified instructors are also welcome.

Any appointment will be made subject to:

* Satisfactory DBS check
* Satisfactory references
* Attendance on our first aid and/or child protection training sessions as required.

**Job Purpose**

Responsible for the provision of Bikeability cycle training and other cycling related services.

**Job Tasks**

This job is, primarily, providing cycle training to children in schools. We work mostly with year 5 and 6 children in primary schools doing the Level 1 and 2 Bikeability training programme. There may also opportunities to work with stronger riders on Bikeability Level 3

Level 1 – usually delivered as a 2 hour off-road course in basic cycling skills.

Level 2 – usually delivered as a 6 hour course of on-road cycle training spread over 2 or 3 sessions.

Level 3 – usually delivered as a single 2 hour session on-road.

**Other work**

* Teaching beginners
* Working with adult learners
* School holiday sessions
* Leading cycle rides
* To assist in the training of new instructors
* The delivery of other work related to the promotion of cycling specifically, and sustainable transport generally.

**Job Dimensions**

The post holder will be responsible to the Cycle Training Manager.

**Person Specification**

The ideal candidate will be able to demonstrate they possess the following skills and attributes.

**Essential Criteria**

The post holder will:

* Be a competent cyclist with experience of cycling in modern traffic conditions.
* Have a clear commitment to promoting cycling and the development and delivery of customer centred services.
* Be able to communicate easily with adults and children aged 8 years and above.
* Have a calm and responsible attitude, able to deal with minor emergencies, and find solutions to problems that arise.
* Have good interpersonal skills and the ability to work well in a small team.
* Have a good standard of spoken and written English and be able to communicate complex issues in clear simple language.
* Be comfortable with communicating via email and working with basic computer based applications.
* Experience of working with children. Either in a parental or professional capacity.

**Desirable Criteria**

The post holder may also have:

* Experience of working in a school, or other educational environment.
* Some relevant training / teaching experience.
* Strong verbal presentational skills.
* Some knowledge of bicycle maintenance

**Application Form**

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| --- |
| Position applied for: **Cycling Instructor - Bikeability** |
| Where did you see the vacancy advertised or from whom did you hear about the post? |

**Personal details**

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| --- |
| Title:  Name: Surname: |
| Address: |
| Post code: |
| Home telephone: |
| Daytime telephone: |
| E mail: |
| National Insurance Number: |
| Can you confirm that you have the right to work in the UK? **Yes/No** |

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| ***Please briefly give some indication of your availability over the coming months November 2017 onward i.e. times and days per week, any holidays etc:*** |

**Qualifications - Secondary and Further Education**

(Please give a brief summary)

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| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name of Institution** | **Subject** | **Level** | **Grade** |
|  |  |  |  |  |  |

**Professional Training - (If necessary please continue on a separate sheet)**

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| --- | --- |
| **NSI Instructor number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of Institution** | **Qualifications** |
|  |  |  |  |

**Current/Last Employment**

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| --- |
| Job title; |
| Name and address of Employer: |
| Date started: |
| Salary |
| Main responsibilities: |
| Notice period required: |

Details of previous employment (paid or unpaid) in the last ten years: (Please complete in chronological order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of Employer** | **Job Title** | **From** | **To** | **Salary** | **Brief description of duties and reason for leaving** |
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**Skills and Experience**

The information you provide in this section is important in assessing your application. Please use this space to state the reasons for applying for this post, relating all your experience (paid or unpaid), Achievements, skills and personal attributes relevant to the person specification for the job. We are particularly interested in any experience of cycling, training and working with young people. If necessary please continue on a separate sheet.

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| **Hobbies and Interests**  Please describe how you occupy your leisure time: | |

**Rehabilitation of Offenders Act 1974**

Yes / No

Have you ever been convicted of a criminal offence?

Please note that position is exempt from the Rehabilitation of Offenders Act and applicants will be asked to disclose details of any convictions, cautions, final warnings and reprimands. Applicants who are offered employment will also be subject to an enhanced DBS check.

**References**

Please give names and addresses of two people from whom a reference can be obtained. One of them should be your present or last employer.

|  |  |
| --- | --- |
| **Name and Address:** | **Name and Address:** |
| **Email address:**  **Telephone:**  **Title/ Position:**  **Relationship to Applicant:** | **Email address;**  **Telephone:**  **Title/ Position:**  **Relationship to Applicant:** |

I certify to the best of my knowledge that the information given within this application form is correct. I understand that any false information given may render an offer of employment invalid and lead to termination of employment.

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_