

**Cycle North**

HEART

Bennett Road

Headingley

Leeds

LS6 3HN

**Bikeability National Standards Cycling Instructor Application Form**

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 in Wakefield and the surrounding area. 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@cycle](mailto:andrew.crossley@cycle)north.org, or send it by post to the above address.

Good luck with your application.



Yours Sincerely

**Andrew Crossley**

Director

[andrew.crossley@cycle](mailto:andrew.crossley@cycle)north.org

Mobile: 07504282133



**Job Description & Person Specification for Cycle Training Instructor**

**Salary and employment conditions**

Employment is on a sessional basis. We are unable to guarantee you full time work, but will be able to offer some hours during school term times.

There is an initial 6 month probationary period during which the rate of pay is £10 per hour plus paid holiday (In total equivalent to £11.21 per hour).

Following successful completion of the probationary period the pay increases to £11.03 per hour plus paid holiday (In total equivalent to £12.36 per hour)

You are also entitled to claim travel expenses.

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

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.

Our minimum criteria are that you can be available to deliver the entire course at a primary school.

Any appointment will be made subject to:

* Currently being a National Standards Instructor or completing a Bikeability course and reaching full accreditation, and
* As most of our work is with children, a satisfactory DBS/CRB report.
* New Instructors must also attend a 4 hour child protection course

**Job Purpose**

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

**Job Tasks**

In carrying out any or all of the tasks, the post holder will be expected to pay due regard at all times to Cycle Leeds stated policies relating to customer services and equal and fair treatment for all customers and employees.

The post holder will be expected to carry out any reasonable task required which falls within the scope of the purpose of the post. The main task, which may change through the natural development of the post, is to provide National Standard cyclist training for young people and adults. This is broken down to three levels.

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

Level 2 – usually delivered as a 7 to 8 hour course of on-road cycle training spread over 3 sessions.

Level 3 – usually delivered as a 2 hour one-to-one on-road course over routes that the trainee selects.

The bulk of the work is likely to be teaching Level 1 and 2 of the National Standards to primary school children. Instructors generally work in pairs at schools across the city.

**Other work**

Teaching beginners

School holiday fun days

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 (provision of a current certificate in first aid is also required) and find solutions to problems that arise. Please note if you do not have this qualification we will be arrange a course for you.
* Already be an accredited instructor or be willing to successfully undertake comprehensive training in all aspects of instruction required to deliver National Standards/ Bikeability training.
* 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.

**Desirable Criteria**

The post holder may also have:

* Experience of effective working with schools
* Some relevant training / teaching experience.
* Strong verbal presentational skills.
* Other language skills
* Be comfortable with communicating via email
* Some knowledge of bicycle maintenance

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| Position applied for: **NSI Cycle Training Instructor** |
| 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:*** |

***Qualifications - Secondary and Further Education***

*(Please give a brief summary)*

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| **From** | **To** | **Name of Institution** | **Subject** | **Level** | **Grade** |
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***Professional Training - including National Standards Instructor details: (If necessary please continue on a separate sheet)***

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

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| **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**  Have you ever been convicted of a criminal offence?  If “Yes”, please give details in a sealed envelope marked with your name and the post you are applying for**,**  **For some vacancies all convictions must be declared.** |
| **Medical History**  Please give details of any serious illness/ operations or medical complaints during the last three years: |

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.

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_