

JOB DESCRIPTION

Job Title	Road Safety Trainer Coordinator		
Directorate	Infrastructure and Transport		
Reporting to	Principal Officer Education, Training & Publicity		
Grade	13		
Evaluation ref:	AU0399	Job ref:	Family CCT13
Role purpose			
<p>The purpose of this role is to coordinate the Bikeability program across Schools in Somerset. To coordinate the trainers and make sure they are all delivering as per the Bikeability National Standards. They are also responsible for the School Crossing Patrol Service.</p>			
Responsibilities			
<p>Administration Organise road safety training activities and liaise with the Road Safety Trainers. Create and maintain databases. Oversee the selection and ordering of new resources by Administrative Support Officer and maintain existing stock levels. Respond to general enquiries from the public, elected officials and other Somerset Council departments. Write reports giving feedback on road safety activities and future policy. Provide support and advice to the Technical Lead Education Training and Publicity regarding the operation of School Crossing Patrols. Responsible for the allocation and direction of work to the Road Safety Trainer team to meet operational need.</p> <p>Education To facilitate and deliver all aspects of road safety education and publicity in Key Stage 1 & 2 schools, and corporate organisations throughout the County of Somerset, working within Central and Local Government framework and guidelines. This includes:</p> <p>Liaising with Headteachers and teachers on the provision of road safety education in schools. Providing lesson plans, resources, talks and integrating road safety into the curriculum. Engender good working relationships with teaching staff. To promote road safety in general and to arrange training courses.</p> <p>To teach safer on-road cycling techniques and develop cycling skills with children and occasionally with adults through delivery of the Bikeability programme; to teach practical pedestrian training and developing road user skills with young children. (Discuss) Both of these according to the Highway Code and other approved road safety guides. To carry out risk assessments before practical training takes place both on and off the highway. To work within the health and safety policy taking responsibility for own safety and that of others. Ensure that all</p>			

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children are continuously assessed and that assessment sheets are kept up to date on a daily basis so that each child reaches a certain standard to receive a certificate at the end of the course.

Co-ordinating with schools to train staff, parents and governors. To train, supervise, and support volunteers and school staff to provide training schemes in Somerset. Monitor and evaluate training sessions and produce clear concise assessments ensuring a high standard is maintained at all times.

To identify training routes and sites on foot (both on school premises and on highways nearby) for practical cycle and pedestrian training, in order to maximise safety.

Liaise with Headteachers, Governors, parents and Area Highway Offices in order to establish new School Crossing Patrol sites. To train newly appointed School Crossing Patrols. Assess Patrol's performance, complete assessment reports and make requests for improvements where necessary. Advise, support and encourage patrols and schools if complications arise. To collate a list of operational patrols on a quarterly basis in order to authorise the release of grant payment for SCP salaries. Investigate, administer and provide feedback on cases of School Crossing Patrols being endangered by road traffic offences.

Attend exhibitions in order to advise parents, carers and health visitors on the correct fitting of child car seats.

To research, develop and design training schemes, projects and resources in order to progress the aims and objectives of road safety education.

To regularly receive reports on progress from the Road Safety Trainers and advise Technical Lead Education, Training and Publicity accordingly.

Publicity - Select, design and produce publicity materials. Responsibility for organising and setting up exhibitions/shows. Promoting road safety to the general public at exhibitions and shows. Draft press releases promoting road safety campaigns.

Represent Somerset Road Safety at meetings, seminars and conferences e.g. Somerset Accident Prevention Forum, 999 Lifeskills Day, Royal Society for the Prevention of Accidents. Liaise with outside agencies in organising joint initiatives (Police, Fire Brigade, Health Authority, Trading Standards etc).

To make contact and engender good working relationships with external organisation such as, Youth Organisations, Fire Brigade and private companies; to promote road safety. This involves organising road safety talks, educational videos and promotional training events.

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Complete bids requesting additional funding from Central Government and other organisations.

Impact

Contacts & Relationships

There will be contact with children, road safety trainers, head teachers, other school teachers, other colleagues, health visitors, police officers, councillors, parents and the general public. The contact involves providing detailed advice information and specialist advice to adults, direction and teaching to children and other trainees in writing, on phone and in person.

Public - Providing detailed information and specialist advice, responding to enquiries, explaining Council Policy.

Elected officials - Responding to enquiries. Giving information.

Schools - Responding to enquiries regarding road safety talks, cycle and pedestrian training and School Crossing Patrols. Giving talks to children, explaining road safety policy to school staff.

Volunteers - Carrying out training sessions, monitoring courses.

Internal – Reports to Manager ETP

Outside agencies - Meeting with representatives, at all levels, of emergency services, health authority, other road safety organisations to plan joint initiatives.

Resources

Somerset Road Safety's practice is to work with a basic ratio of one tutor for every six children for cycle training.

In 2024 2400 children received practical training in schools in Somerset.

We currently have around 32 School Crossing Patrol sites

	Essential	Desirable	
Knowledge			
Interest in Active Travel e.g. cycling		X	
Knowledge of Bikeability		X	
Experience			

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Experience of using Microsoft products	X		
Experience of using a data base		X	
Qualifications / Registrations / Certifications			
5 GCSEs grades 4-7	X		
		X	
Skills			
Time Management	X		
Excellent Communication Skills	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: June 2025