

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

| A Post Details | |
|--|----------------------------|
| Job Title: Police Driving Instructor (Police Staff) | Grade: B001 |
| Department: Learning and Development | Division: A Division (L&D) |
| Reports to: Team Leader Driver Training | Contract Type: Permanent |
| Level of Vetting: <input type="text"/> | Numbers in Post: 2 |
| Welsh language required <input type="checkbox"/> | |
| B Purpose of the Post | |
| <p>This role is critical to ensuring legal compliance with the legislative requirements of Section 19 of the Road Safety Act, Police Protection Bill, Health and Safety at Work Act and PUWER (Provision and Use of Work Equipment Regulations). The role is critical to BTP achieving and maintaining its operational response capability, training, and re-accrediting drivers and instructors in accordance with the forces Strategic Training Requirement. Instructors will plan, design, and deliver a range of driving courses to National Standards for Police Driving, Specialist driver training courses and Instructors, Staff Responsibilities with Internal and external students (instruction, safety and wellbeing) in compliance with legislative and operational requirements and safety practice and NPCC guidelines and BTP Policy.</p> | |
| <p>Financial - None</p> <p>Contractual - None</p> | |
| D Principal Accountabilities | |
| <p>Deliver driver training to operational police officers and police staff within the Force to comply with National Police Driving Standards in compliance with College of Policing APP, NPCC guidance and legislation, ensuring the individual courses attendees needs are fully met, and relevant occupational and operational standards are achieved.</p> <ul style="list-style-type: none"> Maintain all driver training vehicles ensuring that they are kept in excellent condition, setting an example to students as to how they are expected to maintain vehicles in their care. This will include ensuring the vehicles comply with driving safety standards and with construction and use regulations. Plan, design and deliver standard, advanced, specialist driving courses and driving instructors, ensuring that instruction takes account of individual needs, whilst delivering against the national driving curriculum set by the | |

College and NPCC.

- **Complete assessments for all students on standard and specialist courses, ensuring accurate records are kept and force driving records are updated.**
- **Conduct risk assessments and training plans to ensure the safety of all instructors, course participants, the public and the safety of vehicles during instruction and delivery of all training courses. This will include undertaking eyesight testing for students and referring them when required to an Optician for an opinion on eyesight standards.**
- **Provide refresher driver training, focusing on safe driving and Continued Professional Development. This includes an assessment in line with College of Policing APP.**
- **Conduct Basic Driving Assessments of new recruits and new joiners when required, ensuring accurate records are kept and force driving records are updated.**
- **Conduct DriverMetrics Assessments with drivers prior to any initial training, refresher training or post collision assessment to identify personal risk factors and areas for development, to improve safety.**
- **Maintain their specialist level of Driving Instructing and Teacher Training in line with National Policy, and requirements set by College of Policing APP, NPCC Policy and legislation.**

E Decision Making

- **Will coordinate each course training timetable with both internal and external students.**
- **Will decide whether a student passes or fails a driving assessment, against the occupational and operational standards required.**

F Contact with Others

- Internal - Team Leader Driver Training, students, Learning and Development Service Team.
- External - External students and external agencies (Driving School, L&D Departments and Line Managers)

G Essential Criteria

- **Must hold a recognised College of Policing Driving Instructors Qualification at Standard and Advanced levels.**

- **Must have relevant teaching/training experience and have achieved a Level 4 or 5 training qualification.**
- **Must hold or be willing to obtain assessor and verifier qualifications.**

Qualifications and Training:

- College of Policing Trained Driving Instructor (essential)
- College of Policing Trained Advanced Instructor (essential)
- Qualified to train Police driving Instructors (desirable or willing to undertake)
- Level 4 or 5 teaching qualification
- Assessor or verifier qualification (or willing to undertake as part of role)
- Authorised Driving Instructor (ADI)
- Specialist Driver Training (4x4/C1/D1) desirable
- DriverMetrics Assessor (desirable or willing to undertake)

Experience:

Excellent interpersonal and communication skills in Welsh

The post holder must be a Driving Standard Agency Approved Driving Instructor qualified to a minimum of Level 4 but preferably level 5. They must hold a College of Policing Police driving Instructor qualification at advanced level and be suitable to train and reaccredit other Police Driving Instructors at Standard and Advanced Level.

The post holder must hold a Certificate in Education. Experience of classroom delivery and practical driving instruction to a high standard is essential together with the right aptitude and attitude when driving and instructing, especially in vehicles travelling at high speeds.

It is essential that postholders have experience of assessing health and safety issues and undertaking risk assessments for a full range of driving situations and to meet the needs of course delivery.

The post holder must have the ability to remain calm and deal effectively with a range of driving situations to ensure the safety of public and students. They must always be able to react positively and quickly and deal with the pressure of this role. Maximum attentiveness must be maintained throughout the period of instruction. Good communication and interpersonal skills are essential to achieve this and to ensure that students individual needs are met during instruction.

The post holder must have experience of assessing students and have good communication and interpersonal skills to provide effective feedback in both verbal and written form. Good technology skills are required with a sound knowledge of MS Teams, word, excel and power point. The individual must also have excellent organisational skills and be able to keep accurate records.

The post holder must demonstrate a commitment to Continued Professional Development, and a commitment to learning both personally and professionally through engagement with others.

Skills:



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| Excellent interpersonal and communication skills in Welsh <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Highly organised • Commitment to Continued Professional Development • High levels of emotional awareness, including active listening • Range of leadership styles, including coaching for high performance |
| Knowledge: |
| APP Police Driving and relevant legislation relating to police driving. |
| Desirable criteria: |
| Experience in delivering Driver training in electric vehicles. |
| <p>H Additional Information</p> <p>Salary spine point would be dependent on qualifications, skills, and experience. If all essential and desirable criteria were met this would need to be recognized with a higher spine point.</p> |
| <p>For Panel to complete only:</p> <p>Line Manager Approval: Christopher Horton</p> <p>Panel Approval: Jodie Townsend</p> <p>Date: <input type="text"/></p> |

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission