



## Job Description

Title: Police Driving Instructor

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<b>Post Number:</b>	<b>RT131</b>
<b>Grade /Scale:</b>	<b>S01 (£31,434 - £33,348)</b>
<b>Weekly Hours:</b>	<b>37 hrs on a flexible basis to suit departmental requirements</b>
<b>Department:</b>	<b>Team Leicestershire Academy</b>
<b>Location Work Base:</b>	<b>Force Headquarters</b>
<b>Status:</b>	<b>Established</b>
<b>Responsible To:</b>	<b>Driver Training Team Leader</b>
<b>Job Role/Purpose:</b>	To train Police Officers, Support Staff and others as directed, in the theory and practice of Basic, Standard, Advanced Driving and other training events, to the standards and requirements of Leicestershire Police/EMCHRS and in accordance with Force and NPCC/College of Policing policies and guidelines, and with reference to the Highway Code and the "Roadcraft" Driving manual. To deliver pursuit and VIP/Defensive driving training courses. To assess and test students.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Contacts:</b>	Chief Officers, Police officers, Chief Officers from all other UK Forces, other public service organisations, local businesses, suppliers, external consultants and advisors, MPs, Community leaders and members of the public.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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### Person Specification

#### Knowledge, Skills & Abilities

<b>Essential Criteria</b> <i>A clear definition of the necessary criteria.</i>
<b>Knowledge/ Education</b> (including qualifications):  To hold a current full driving licence for categories B - manual geared cars.

To hold a police Driver Trainer qualification AND/OR hold a current Approved Driving Instructor (ADI) certificate AND/OR, have had recent significant experience utilising the Police Advanced driving skills on a regular basis.

Within 6 months of employment you must be able to pass Police Standard response and Police Advanced driving courses and within 6 months after that must be qualified as a police driver trainer to Standard response level.

### **Work Experience:**

To have experience in practical training, with special emphasis being placed on skills development, and be able to demonstrate the ability to plan, develop, deliver, monitor, and evaluate training programmes.

Demonstrate previous experience of monitoring student performance.

### **Personal/Interpersonal Skills, Aptitudes:**

Have excellent communication skills, with the ability to engage individuals in a positive and reassuring manner.

Have a proven track record of motivating themselves and others.

### **Special Skills:**

Be competent in the use of Microsoft packages, e.g. Word, Excel, and PowerPoint and have report writing skills.

Be competent in giving feedback to individuals in a developmental context.

Be able to undertake travel within the UK to meet the demands of the role.

### **Other:**

Be able to work late shifts as and when necessary to meet the demands of the training syllabus

Health/medical - must be able to meet the force eyesight requirement for blue light driving - corrected visual acuity of 6/6 in binocular vision, 6/7.5 in the one eye and 6/12 in the other, vision field of 160 degrees on the horizontal. Also meet the DVLA group 2 medical standards.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

#### **Knowledge/Education (including qualifications):**

Have held a pursuit (initial phase and/or tactical pursuit & containment)/VIP/Defensive driver qualification.

To hold a current full driving licence for categories B+E,C1, C1+E, D1, D1+ E.

Hold a full unrestricted motorcycle licence, category A.

Hold a current vocational Group D1 driving licence.

To be a current qualified assessor or examiner.

To be a qualified trainer, e.g. Award in Education and Training level 3 or equivalent or higher.

Have practical experience of working on fast roads and road scene management.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1.To use a variety of theoretical and practical teaching methods (including demonstration drives), in order to enable people to improve their driving ability.

2. To teach people to drive a variety of vehicles to Leicestershire Police Basic, Standard and Advanced levels and other training events, utilising the 'Roadcraft', the Highway Code, Local procedures, Force and NPCC/College of Policing policies, guidelines and current legislation.

3. To provide verbal and written feedback to enhance people's development.

4. To ensure, by use of appropriate teaching methods, that people have a sound knowledge of relevant legislation and Force and NPCC policies/ guidelines concerning vehicle use in all circumstances, including general, response and pursuit driving situations.

5. To ensure that people are competent in conducting roadworthiness checks on vehicles which includes the organisations - "Daily Checks" / "Vehicle Safety Checks".

6. To ensure, by use of appropriate teaching methods, that people have a sound knowledge of 'Roadcraft' and the 'Highway Code'.

7. To deliver classroom theory sessions and practically assess students with regards to policing fast roads and scene management in line with the requirements of the organisation.

**POLICE – STAFF**

8. To deliver theory and practical aspects of Pursuit/VIP/Defensive driving, through classroom, off road and on road scenarios, including practical demonstrations of tactics and vehicle manoeuvres.
9. To set, invigilate and mark, written and computer-based examinations of various types.
10. To undertake practical driving assessments/tests, as directed by the Driving Training Unit Team Leader.
11. To make decisions regarding an individual's ability to hold Basic, Standard or Advanced driving authority for specific vehicle types, and to provide written and oral evidence to substantiate such decisions.
12. Practically assess potential VIP/Defensive drivers via continual assessment and final scenario tests.
13. To monitor the condition/ cleanliness of vehicles and equipment used by the Driving Training Unit and report upon, or take action to ensure, rectification of any defective equipment. To ensure Driver Training Unit vehicles are clean, roadworthy and appropriate for the chosen task.
14. To undertake eyesight screening using the appropriate equipment.
15. To maintain competence in all skills that are trained by engaging in regular continued professional development assessed by driver trainers within and outside the organisation.

**Communication:**

1. To ensure that any welfare issues or other matters which may affect a student, course or assessment are addressed, if necessary by consulting the Driver Training Unit supervisor.

**Administration:**

1. To assist with the general administration of the Driver Training Unit including, the reception of students and visitors. To assist in clerical matters as directed.

**General:**

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
4. Be flexible in terms of working location and be prepared to work temporarily at other locations within the East Midlands region, undertaking a similar role  
*Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Personal Values /Competencies**

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

- We analyse critically
- We are innovative and open-minded
- We are emotionally aware
- We take ownership
- We are collaborative
- We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

- Integrity
- Impartiality
- Transparency
- Public Service

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### **Other**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

Recruitment Vetting (RV)

**Additional Information:** If successful at short listing the candidate will be contacted to attend a formal interview at Leics Police HQ that may include a multiple choice examination of the Highway Code and a driving assessment at the discretion of the organisation.

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