



JOB DESCRIPTION

Job Title:	Driving Instructor
Department:	Operational Policy & Assurance
Location:	Training Centre, Sadler Road
Post Number:	E016
Grade/Role:	SO1
Special Allowances:	N/A
Responsible to:	Driver Training Manager

JOB PURPOSE

To plan, deliver and assess the driving instruction to Cheshire Fire and Rescue Service (CFRS) Staff and others as designated in Light Vehicles, Large Goods Vehicles, Fire Appliances and Specialist Fire and Rescue Service Appliances. Ensure that all annual Driver Training targets for staff are met.

To write courses with lesson plans and assessment criteria and keep them up to date and current in line with relevant legislation and Service policies. Plan, deliver driving instruction in the day and at night in Service vehicles to the National Fire Chiefs Council (NFCC) emergency response standards. Deliver driver training, assess students against assessment criteria and provide objective feedback and written reports. Ensure all written work complies with Service policies and national standards.

Maintain own competence and support peer assessment of other Instructors against NFCC ERDT standards. Produce and maintain a portfolio of driving instruction competence.

Support quality assurance inspections by HMICFRS, NFCC Peer assessments and Driver and Vehicle Standard Agency (DVSA).

Teach, coach, mentor and assess newly appointed Driving Instructors and Associate Instructors. Work with key partners within and external to the Service and respond to driving enquiries concerning internal policies, procedures and legislation matters in a timely and competent way.

PRINCIPAL RESPONSIBILITIES

Emergency Response Standards Specific

- 1 Attain and maintain Driving Instructor registration on to the NFCC Driving Instructor Register and act at all times in accordance with ERDT Approved Instructor Terms of Registration and Code of Conduct.
- 2 Plan, deliver and assess driver training and development programmes to students as required for compliance with NFCC Fire Standard for Emergency Response Driver Training. Includes driving at night, and at weekends. (This will not exceed any more than ten individual weekend days or twenty late working times. Late will not exceed a 23:00-

hour finish). Compensatory time in lieu will be provided for this work.

- 3 Maintain high levels of technical knowledge, skills and understanding in the subject matter areas to be taught – Approved Driving Instructor (ADI) regularly assessed by The Driver & Vehicle Standards Agency (DVSA); Response Instruction Refresher with the Police; Peer & Line manager assessments in role; Road Traffic Regulations; Roadcraft; Local, Regional and National Initiative updates.
- 4 Maintain high levels of competence in training delivery methods (Achieved through updates, refresher training, peer and line manager assessments, CPD, self-learning and self-evaluation).
- 5 Risk-assess training venues (where applicable) and delivery methods daily prior to commencement of driver training programmes (Regular risk assessments of training routes to ensure risk management and suitability for subject matter; Dynamic Risk Assessments during training delivery to take account of variations in road traffic, road surface, weather conditions and visibility).
- 6 Provide objective assessments of competence, identify development requirements for operational and support personnel. Initial, intermediate, ongoing and final assessments conducted using nationally recognised assessment criteria and expected outcomes (DVSA & NFCC).
- 7 Provide objective assessments of competence for other Corporate/Associate Driving Instructors via a peer review process and feedback reports. Assessments conducted to ensure national criteria and expected outcomes are achieved during peer reviews at regular intervals (NFCC).
- 8 Support Driving School Manager and offer suggestions and support in achieving the annual driver training plan.
- 9 Facilitate DVSA in-house theory tests for students.
- 10 Participate in regional training and assessment to ensure individual portfolios are completed. This is required to ensure ERDR Instructors maintain registration inline with the relevant Fire Standard.

Core Responsibilities for Cheshire Fire & Rescue Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality, Diversity and Inclusion

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Safeguarding

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

Document Control	Date of Creation:	
Version	Date	Amended by (Initials)



PERSON SPECIFICATION

Job Title: Driving Instructor

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Education / Qualifications</u></p> <p>Hold a current Light Vehicle Licence</p> <p>Qualified Approved Driving Instructor (ADI) (Attained or willing to work towards)**</p> <p>Passed a Police Response Driving Course</p> <p>Hold a current Large Goods Vehicle Licence (minimum of 3 years)</p> <p>Assessor Award level 3 (in not held to be obtained)</p> <p>Education and Training Award level 3</p> <p>B + E Trailer Instructor</p> <p>4 x 4 Instructor</p> <p><u>Experience</u></p> <p>Hold an LGV Category C licence for a minimum of 3 years</p> <p>Significant experience of delivering driving instruction in both light vehicles and large goods vehicles</p> <p>Experience of delivering emergency blue light driver training</p> <p>Experience of operating IT based information systems</p> <p>Experience of performance management</p> <p>Experience of working effectively with external agencies</p> <p>Experience of working towards National Occupational Standards for driving</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>

<p><u>Knowledge and Skills</u></p> <p>Excellent knowledge of various Road Traffic Legislation</p> <p>Knowledge of Emergency Response Driver Training Standards</p> <p>Demonstrate and understanding of and ability to implement Health and Safety in the workplace</p> <p>Excellent communication and organisational skills</p> <p>Self-motivated, able to work on own initiative and as part of a team</p> <p>Empathetic, with an appreciation of different learning styles and adaptive approach to suit each learner</p> <p>Ability to build relationships with learners</p> <p>Ability to remain calm in challenging situations</p> <p>Conduct lessons and assessments in a controlled and safe manner</p> <p>Willingness to travel outside of the county to deliver training and attend meetings.</p> <p>Flexibility to work evenings and weekends as required to meet Service demands, (including night-time driving as required by NFCC National Drivers Standard).</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>
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**Full training will be provided to achieve the following: -

- Approved Driving Instructor (within 18 months)
- Police Response Driving Course
- Assessor Award (within 2 years)
- Education and Training Award (within 2 years)