



Role Profile

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Police Driving Instructor
Generic Role Profile:	Learning and Development
Salary Band:	Grade 6
Operational / Non Operational Role	Non-Operational
Vetting Level:	RV CTC
Reporting Arrangements/Special Conditions	Reports to Training Supervisor Permanent Tally Ho
Specific Role Purpose:	<p>To lead the design, development, delivery and evaluation of Police Driver Training and Road and Policing Modules compliant to College of Police, National Policing Curriculum and licencing requirements.</p> <p>Working as part of the wider Driver Training Team, the postholder will maintain subject matter expertise, support the delivery of a broader portfolio of driving and road policing learning and contribute to the continuous development of effective, inclusive driver-based training.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Design, develop, deliver and evaluate driver training programmes compliant with the College of Policing, National Policing Curriculum, ensuring learning outcomes meet operational needs, organisational objectives and professional standards. • Research and maintain current knowledge of relevant legislation, College of Policing guidance, Police Driving practice and procedures, ensuring lesson plans, course materials and learning packages remain accurate and effective. • Deliver training using appropriate learning and communication methodologies, creating a safe, inclusive and effective learning environment that supports individual learner needs and enable learners to fulfil their potential. • Assess learner performance and competence using appropriate assessment methods, providing constructive feedback and development plans where required to support achievement of the relevant standards. • Maintain competence across a portfolio of driver and road policing courses, providing trainer resilience, subject matter expertise and support for the preparation, delivery and evaluation of wider learning products. • Respond to emerging and urgent Force learning requirements by designing and developing appropriate

	<p>learning interventions which reflect operational priorities and organisational objectives.</p> <ul style="list-style-type: none"> Evaluate learner and stakeholder feedback and use evidence, professional practice and emerging learning methodologies to support the continuous improvement of driver training.
Contacts internal and external	<p>Internal contacts will include Driver Training colleagues, Learning and Development teams, operational officers, police staff, supervisors and senior leaders across the Force.</p> <p>External contacts may include the College of Policing, other police forces, partner agencies and relevant professional or subject matter networks.</p>

Knowledge & Experience	
Essential:	<ul style="list-style-type: none"> Have served in a Home Officer Police Force or British Transport Police and be an experienced police driver (holding a minimum Advanced Car Driver Grade) or be a practicing Approved Driving Instructor (ADI). Develop a sound working knowledge of relevant legislation, practice, procedures and professional guidance. Ability to maintain current subject matter expertise and apply changes in legislation, College of Policing guidance, policy and operational practice to police driver training. Ability to design, develop and deliver structured learning to meet identified organisational and individual learning needs. Ability to assess learner performance and competence, provide constructive feedback and support learner development. Sound knowledge and understanding of equality, diversity and inclusion and its application within learning and operational policing.
Desirable:	<ul style="list-style-type: none"> Police Driving Instructor Qualification. First Aid at Work qualified. Recognised Assessor or Quality Assurance qualification. Experience of working as a trainer, tutor or mentor Experience within a Response, Traffic, Firearms or Surveillance role. Previous experience of designing, delivering or evaluating learning and development activity.
Personal Qualities and Skills	<ul style="list-style-type: none"> Ability to achieve and maintain a high standard of Police Advanced Driving. Strong communication and facilitation skills, with the ability to engage, motivate, coach and support learners with differing levels of experience and learning needs.

	<ul style="list-style-type: none"> • Ability to research, analyse and interpret complex legislation, guidance, policy and operational practice and translate this into clear and effective learning. • Ability to work collaboratively within the Driver Training team and with operational stakeholders, sharing knowledge and supporting wider trainer resilience. • Able to adapt quickly to changing operational priorities and emerging learning requirements. • Committed to creating an inclusive learning environment and demonstrating fairness, respect, accountability and professional standards. • Able to evaluate learning activity, reflect on feedback and identify opportunities to improve training materials, methodologies and learner experience.
Competencies	<p>The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. Under each competency are three levels that show what behaviours will look like in practice. The CVF can be accessed here</p> <p>This role should be operating at level 2 of the CVF</p>
Education and Qualifications	<ul style="list-style-type: none"> • Police Advanced Driver. • Successful completion of Training Essentials Programme or recognised equivalent. • Successful completion of College of Policing, Police Driving Instructors qualification and subsequent re-accreditation.
Hours of Work and Flexibility:	36.5 hours per week

Note: Whilst reflecting the principal responsibilities of the role at the date of appointment the role profile may be reviewed periodically in conjunction with the post holder to reflect changes as appropriate.