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| **ROLE PROFILE** | **DRIVING INSTRUCTOR**  **POLICE CONSTABLE** |  |

**SECTION 1: PRINCIPAL RESPONSIBILITY**

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| **Principal Responsibility** | The delivery of core and specialist driver training as prescribed by The College Of Policing Police Driving, National Policing Curriculum :-   * Dealing with the associated risks involved in instructing high performance and police exemption training. * Acting as single point of contact for specialist courses when required. * Conducting instruction, evaluation and assessing of personnel as required, making decisions as to the candidate’s competence to pass the course. * Managing the dynamic nature of driving instruction and the control required. * Preparing and presenting evidence of candidates’ suitability for courses, training needs and further progress by use of development plans. * Ensuring driving records are updated accordingly. * Delivering other police driver training as necessary in line with the role holder’s qualification. * Ensure that equality and diversity standards and requirements are fully considered and implemented appropriately throughout practice and process. * Act as a Subject Matter Expert for the organisation, in conjunction with maintaining practical effectiveness and competence, assisting in the provision of operational resilience if required. * Engage in the design, development and delivery of a wide range of learning interventions depending on the complexity or scope of the subject matter area. * Promote individual ownership for continuing professional development. * Ensure that quality assurance standards are present, used and embedded in line with the College of Policing. * Monitoring national, regional and local developments in training delivery methods and innovative ways of learning. | | | | |
| **Rank/Grade** | PC | **Location** | Force wide | Vetting Clearance | SC |
| **Role-Specific Training and CPD to be undertaken.** | * Must pass Training essentials programme (TEP) * Must have an approved assessors qualification * Must pass Police Driving Instructor Course. * TPAC Instructors Course as required. * Stinger Instructors as required. * Other Pursuit related Courses as required. * Any other training as required by the Force. * Undertake CPD as prescribed by the College of Policing to maintain currency of role related qualifications. * Must maintain operational & or occupational competence. | | | | |

## SECTION 2: ESSENTIAL CAPABILITIES & EXPERIENCE *(For selection purposes)*

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| Formal Qualifications required | * Police Advanced Driver | |
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| **Essential experience and specialist skills and knowledge** | **Essential experience, specialist skills and knowledge**   * Up to date knowledge of current driving legislation * Experience of working unsupervised * Basic IT skills   **Preferable experience, specialist skills and knowledge**   * Experience of driving instruction * Experience of teaching, coaching or tutoring. | |
| Essential personal qualities | * Serving the public * Openness to change * Service delivery | * Professionalism * Decision making * Working with others |

**SECTION 3: PERSONAL QUALITIES**

**Serving the Public**

* Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests.
* Understands the expectations, changing needs and concerns of different communities, and strives to address them.
* Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers between them and the police.
* Understands the impact and benefits of policing for different communities, and identifies the best way to deliver services to them.
* Works in partnership with other agencies to deliver the best possible overall service to the public.

**Openness to Change**

* Positive about change, adapting rapidly to different ways of working and putting effort into making them work.
* Flexible and open to alternative approaches to solving problems.
* Finds better, more cost-effective ways to do things, making suggestions for change and putting forward ideas for improvement.
* Takes an innovative and creative approach to solving problems.

**Service Delivery**

* Understands the organisation's objectives and priorities, and how own work fits into these. Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes.
* Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well.
* Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate.

**Professionalism**

* Acts with integrity, in line with the values and ethical standards of the Police Service. Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations.
* Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required.
* Upholds professional standards, acting honestly and ethically, and challenges unprofessional conduct or discriminatory behaviour.
* Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge.
* Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.

**Decision Making**

* Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations.
* Considers a range of possible options before making clear, timely, justifiable decisions.
* Reviews decisions in the light of new information and changing circumstances.
* Balances risks, costs and benefits, thinking about the wider impact of decisions.
* Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest.

**Working with Others**

* Works co-operatively with others to get things done, willingly giving help and support to colleagues. Is approachable, developing positive working relationships.
* Explains things well, focusing on the key points and talking to people using language they understand.
* Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively.
* Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations.
* Is courteous, polite and considerate, showing empathy and compassion.
* Deals with people as individuals and addresses their specific needs and concerns.
* Treats people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.