

 <div style="display: inline-block; vertical-align: middle;"> <h1 style="margin: 0;">DORSET POLICE</h1> </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <h2 style="margin: 0;">Job Description</h2> </div>	
Date:	October 2023
Job Title:	Driver Awareness Scheme Tutor
Post Number:	DP1406
Division/Department/Section:	Operational Support/Road Policing/Education (DAS)
Line Manager:	Driving Instructor Supervisor
1. PURPOSE	
<p>To provide webinar, classroom and potential in car education to members of the public on the dangers and hazards of driving and risks to road users. To present and engage with course participants using behaviour change techniques to influence positive change in driving behaviour.</p>	
2. POSITION IN THE ORGANISATION	
<p>Education Operations Manager</p> <p>↓</p> <p>Driving Instructor Supervisor</p> <p>↓</p> <p>Driving Instructors (This post)</p>	
2.b Roles that work directly for this post.	
None	
3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
Provide webinar & classroom education to members of the public or commercial	To ensure that members of the public and commercial organisations receive a level and

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
organisations in accordance with Dorset Police code of ethics and governance.	standard of training that increases their awareness of road safety.
To form productive and positive relationships with other DAS staff, partners and members of the public.	To be responsive to change, to adapt approach as required in accordance with the Dorset Police code of ethics standards and performance indicators.
To present driver education courses as specified by Dorset Police and in accordance with the relevant lesson plans and governance.	To ensure that all the information presented is relevant, accurate and consistent in its delivery across the road safety spectrum.
To use appropriate teaching and learning strategies.	To ensure that learning has occurred, and course objectives are achieved by conducting assessment related feedback.
To liaise with other stakeholders as required.	To maintain contact with stakeholders to ensure delivery is maintained consistently and effectively.
Provide DAS Admin with the necessary daily records.	To ensure that all participant registers and information is sent to DAS Admin on a daily basis.
To source materials/manuals and stationery when required.	To ensure classrooms and students have sufficient stationery and up to date literature.
Maintain continued professional development surrounding road traffic legislation and health and safety.	To ensure that factual and up to date information is conveyed to the public.
To be proficient in solving IT issues when presenting and delivering educational initiatives.	To ensure that audio and visual equipment is set up correctly and any issues are resolved or highlighted with the appropriate departments.
To be proficient in preparing a scheme of work.	To be able to write lesson plans and prepare presentations.
To perform daily risk assessments at remote venues,	To perform daily risk assessments on a daily basis and report any issues to the venue contact and record accordingly.
This list of duties is not restrictive or exhaustive and the postholder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of	Completion of duties to meet the needs of the Police Service.

3. MAIN RESPONSIBILITIES	
What is the post responsible for? (INPUT)	With what results? (OUTPUT)
guidance and informal training of new colleagues.	
4. CONTACTS	
Five main contacts, internal or external (other than Manager), which the post-holder regularly deals with in the course of their work.	
1.	Project Manager Road Safety
2.	Education Operations Manager
3.	Driving Awareness Scheme Supervisor
4.	Members of the Public attending courses
5.	Other stakeholders
5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION	
List any special arrangements surrounding the job e.g., 24 hr responsibility, on-call time, and weekend work in this section.	
<ol style="list-style-type: none"> 1) The Force Values together with the Police Staff Standards of Professional Behaviour are non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police. 2) There may be a requirement to provide courses early morning and, in the evenings, or at weekends. 3) This role is a peripatetic role which will require you to travel around the County to the necessary course venues. A pool car should be used in line with Dorset Police policies. However, in the event that this is not possible, mileage will be authorised at the current rate per mile, as detailed in the policy, ensuring business insurance is validated. 4) There may be occasions when attendees become confrontational regarding the subject matter. 	
6. HEALTH & SAFETY TRAINING	
Are there any specific health and safety training requirements for this role which need to be considered prior to or post appointment? [Manager should read appropriate Risk Assessments and identify training required , e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc]	
<p>Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g., manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.</p> <p>You are advised to read the Force's Health and Safety policy which will give a more in-depth description of your full Health and Safety responsibilities.</p>	

7. HEALTH MONITORING	
Are there any Health Monitoring requirements specific to this post which will be considered prior to appointment/job offer?	
N/A	
8. VETTING	
Certain designated posts require enhanced vetting in line with the Force Vetting Policy. Details of such specified below e.g., 'this post is subject to standard recruitment vetting' or 'this post is subject to higher level vetting'. Vetting clearance will need to be obtained prior to appointment of a candidate.	
Recruitment level	
9. TERMS OF APPOINTMENT	
<p>The salary will be within Grade E. For full salary range refer to Dorset Police Staff pay scales.</p> <p>The current core business hours will be as determined by your senior management and will be in accordance with the Alliance Flexi-time Policy and associated procedure, including eligibility for the flexi-time provision.</p>	
10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
<u>Essential Qualifications/Specific Training/Alternative relevant experience, knowledge, skills which are required for this post.</u>	
Criteria to be measured	Competencies Required
Criteria A	A recognised training/teaching qualification (e.g., NPIA Trainer certificate or equivalent City & Guilds Further Adult Education certificate, Certificate of Education, Certificate in Training Practice, or equivalent NVQ III in Learning & Development) OR Similar extensive experience together with a commitment and potential to achieve such a qualification.
Criteria B	Professionalism and Integrity – Must have a broad understanding of issues affecting the police service and be able to evidence appropriate behaviour especially in the area of diversity, to ensure the appropriate image is displayed in line with the Code of Ethics.
Criteria C	A sound knowledge of road safety/accident prevention and evidence of continued professional development.

10. PERSON SPECIFICATION	
<u>Essential Criteria</u>	
Criteria D	Proficient in the use of Microsoft Office suite, in particular PowerPoint.
Criteria E	Excellent communication skills to communicate positively and clearly both verbally and in writing.
Criteria F	Excellent interpersonal skills.