MERSEYSIDE FIRE & RESCUE SERVICE

JOB PROFILE

JOB TITLE:	Driving Instructor (Minibus & LGV)
SALARY GRADE:	Grade 9
JE REFERENCE:	A642
DIRECTORATE:	Operational Preparedness
TEAM:	Driving School
LOCATION OF WORK:	Training & Development Academy
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Driving school manager

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself

MAIN JOB PURPOSE

To provide training, development and support to meet Service needs and to help ensure that the Fire Service has a safe, competent workforce and complies with all relevant legislative requirements surrounding the driving and operation of all types of vehicles operated within MFRS.

The Driving Instructor is responsible for delivering training and assessing competence in accordance with lesson/session plans and assessment criteria. The postholder will assist with programme development and the maintenance and updating of learning materials.

The postholder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

- To maintain own knowledge of road traffic and related legislation and advise the Driving School Manager of any relevant amendments and changes to practice to ensure that driving tuition and assessment are compliant with current requirements.
- Attend driver training and development including external courses, as required, to maintain driving instructor skills and knowledge.
- Undertake research and development of best practice training solutions and assist with the development of course learning and assessment materials.
- To be a DVSA Delegated Assessor and conduct driving assessments for LGV qualifications.
- To train and continuously assess individuals in the theory and practice of driving/operating skills, knowledge, understanding and appropriate attitudes.
- To undertake Assessor responsibilities across all areas of instruction as required to support the overall skillset of the Driving School.
- Conduct mandatory theory tests and ensure that the standards of the Driving Standards Agency and current legislation are adhered to.
- Ensure records of instructor competency and refresher training are maintained.
- Conduct nighttime driver training and assessments

- Complete course documentation and assessment materials as required.
- Provide feedback and support to individuals with problems affecting their driving/operating skills and knowledge, and report to line managers/Driving School Manager where individuals need on-going remedial training and support.
- Adhere to Service Policies, Standard Operating Procedures, Service Instructions and specifically health and safety procedures and risk assessments.
- Attend any other training courses that MFRS deems necessary for the role and responsibilities.

VALUES, BEHAVIOURS AND CODE OF ETHICS

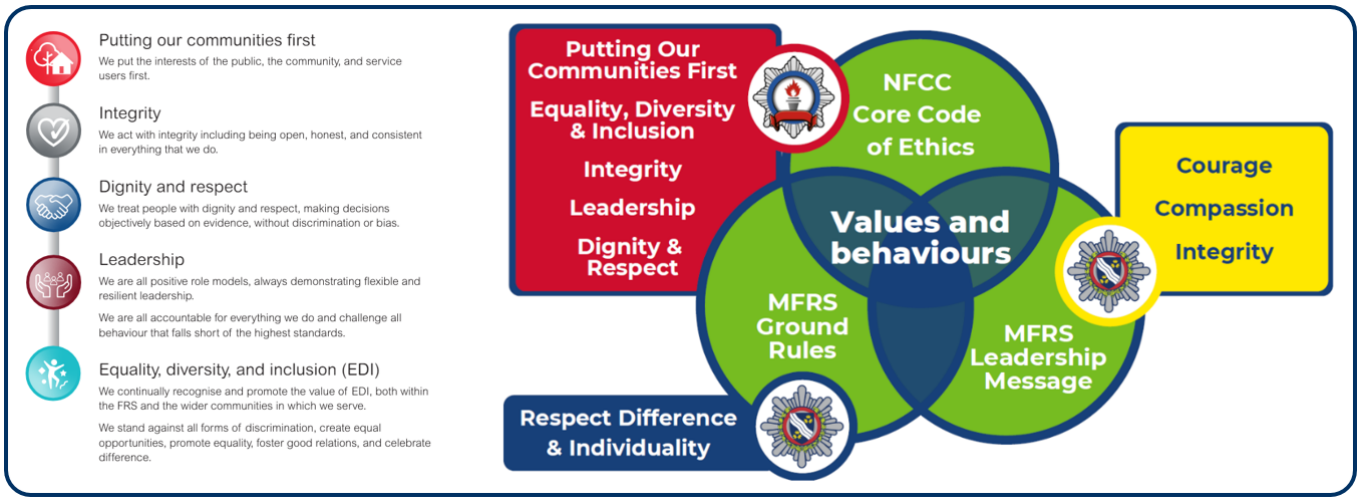
As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with Courage
- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with Integrity
- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with Compassion
- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:	November 2026

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION

Job Title:	Driving Instructor	**Team:**	Driving School
Salary:	Grade 9	**Directorate:**	Operational Preparedness
JE Reference:	A642		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Large Goods Vehicle Category C License held for a minimum of 3 years.	E	A + PD
	PCV Minibus Licence D1 without restriction. held for a minimum of 3 years.	D	A + PD
	Teaching Qualification	D	A + PD
	Assessor Qualification	D	A + PD
	Approved Driving Instructor qualification held for 2 years.	D	A + PD
	European Computer Driving Licence at Level 2 or equivalent.	D	A + PD
	Off-road driving qualification.	D	MFRS
	IOSH Managing Safely or NEBOSH.	D	MFRS
	Assessor Qualification (TAQA)	E	A + PD
	KNOWLEDGE & EXPERIENCE	**ESSENTIAL/DESIRABLE**	**ASSESSED BY**
	Good Knowledge of the Official Highway Code	E	I
	Knowledge of Roadcraft, The Police Drivers Handbook	D	I
	Good knowledge of Road Traffic regulations.	E	I
	Knowledge of the road safety act	E	I
	Thorough understanding of learning concepts.	D	I
	Trainer / Assessor experience.	D	MFRS
	Good daily report filling out of student portfolios	D	A + I
	Supervisory experience.	D	A + I
	Experience of off-road driving.	D	MFRS
	SKILLS & ABILITIES	**ESSENTIAL/DESIRABLE**	**ASSESSED BY**
	Strong advisory and guidance skills.	E	A + I
	Excellent time management skills.	E	A + I
	Ability to plan work and supervise others.	E	A + I
	Ability to identify additional learning needs, provide feedback and create action plans for learners	E	A + I
	Excellent written and verbal communication skills.	E	A + I
	Highly self-motivated.	E	A + I
	Ability to establish and maintain good working relationships with colleagues and members of the public.	E	A + I
	Good presentation skills.	E	A + I
	Experience of using Outlook, Word and PowerPoint programs.	E	A + I
	Experience of using and developing electronic learning materials.	E	A + I
	Pass Plus Driving Instructor.	D	PD
	WORK RELATED CIRCUMSTANCES	**ESSENTIAL/DESIRABLE**	**ASSESSED BY**
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS

	Understanding and commitment to equality and diversity.	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a **standard** disclosure barring service check	E	MFRS

A	Application	**I**	Interview	**PD**	Produce Documentation	**MFRS**	If successful & conditionally offered the role, MFRS will facilitate