

Job Description – LGV Driving Instructor

Reports to: Assistant Head of Training- England & Wales

Based: Home Based

Hours: 35 hours per week- 5 consecutive days between Monday and Saturday (inclusive)

A flexible approach to working hours due to the nature of this role is required. The role holder will need to be within a commutable distance to the Peterborough Head Office.

About Us

The Road Transport Industry is a dynamic, business critical sector upon which the UK economy depends. The Road Haulage Association (RHA) is the only UK trade association dedicated solely to the needs of UK road transport operators. It is the voice of the road haulage profession, a champion of its interests and a respected partner to the broader logistics community. We represent approximately 7,000 member companies.

Job Purpose

To plan, prepare and carry out licence acquisition training for Categories C and C+E including Mod 4 training where required. The role holder will need to ensure the training vehicle fleet are kept in a roadworthy condition. The instructor training may be for regular commercial driver training or as part of an apprenticeship program. This means the role will require flexibility, early starts will be needed to enable suitable preparation before collecting trainees, and occasions where travel is required for out of area work.

Key responsibilities and duties

- Carrying out daily vehicle checks and completing associated paperwork for checks and or defects on training vehicles
- Carrying out pre training driving assessments
- Instructing candidates on required vehicles (C and C+E)
- Carrying out Module 4 (initial DCPC) training.
- Completing all relevant course paperwork
- Liaising with training admin team as and when required
- Deliver and collect vehicles and or trailer for service / inspection / MOT etc
- You should have a good understanding of the full Licence process for Large Goods Vehicles from initially obtaining a provisional licence;(D2 and D4 forms)
- You will know what's needed to support your learners with their licence acquisition for Categories C and C+E including:
 - Module 1A / B: theory and hazard perception module required for the multiple-choice test
 - Module 2: case study
 - Module 3a: off road exercises; Reverse and uncoupling
 - Module 3b: on road practical test
 - Module 4: practical vehicle check test

Key skills

- Flexibility, working hours and locations may change at short notice in line with business needs
- Must be a people person with the ability to build rapport with colleagues and learners alike
- Strong communication skills with a positive 'can do' attitude

- Good time management skills
- Strong organisational skills with attention to detail and a methodical approach
- Ability to manage workload with the minimum of supervision

Key attributes:

- LGV Driving Instructor qualification: NRI, former DSA instructor or similar
- A full clean LGV C+E driving licence, held for a minimum of 3 years
- Up to date driver CPC
- IT literate and familiar with the MS Office package, including PowerPoint and Outlook

General Responsibilities:

All employees of the RHA have the following responsibilities:-

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with the organisation's policies and procedures

Training and Development

- To undertake all reasonable training, learning and development activity designed to support you in your role

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment

Quality Policy

- To be responsible for the activities required to support the organisation's Quality Policy

Employee's Signature:

Date:

Manager's Signature:

Date:

Review Date:

Date: