

Kent County Council

Job Description: *Instructor / Monitor, NDORS Courses*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways & Transportation/ Road Safety & Active Travel
Grade:	KR 8 Part time 18 hours pro rata
Responsible to:	Kent Driver Education Team Leader

Purpose of the Job:

Using specialist knowledge and the application of standards to monitor the delivery of NDORS courses and help ensure the on-going achievement of Kent County Council's (KCC's) 'Service Provider' status. Act as KCC NDORS Instructor to provide training and development to Trainers, and when necessary, provide additional resource to deliver NDOR's courses.

This role requires a teaching or coaching qualification. Please see further details within the criteria section.

Main duties and responsibilities:

1. Ensure appropriate KCC course Trainers are trained to deliver NDORS courses.
2. Support the Kent Driver Education Team in the recruitment and selection of new Trainers.
3. Act as Instructor for KCC's NDORS courses and maintain occupational competence through the achievement and maintenance of the appropriate NDORS licences.
4. Provide NDORS course training to new Trainers and update training for existing Trainers in preparation for them achieving / maintaining their NDORS Trainer licences.
5. Ensure NDORS course developments are adopted and communicated to all KCC NDORS Trainers.
6. Lead the KCC NDORS Development Group, where quality standards are discussed.
7. Ensure quality standards for KCC NDORS courses are set and maintained by planning and carrying out Trainer monitoring and development visits.
8. Provide written feedback to Trainers and the KCC NDORS Professional Development Group on Instructor and monitoring outcomes.
9. Support Trainer development through the production of Trainer improvement plans as necessary.
10. Devise, lead, deliver and evaluate regular Trainer development events to focus on improvement against quality standards and to maintain Trainers' occupational competence.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Instructor / Monitor, NDORS Courses*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	<ul style="list-style-type: none">• Holding a full professional qualification including a recognised training or teaching qualification (e.g. ADI, PTTLs, etc.) including existing NDORS Licenced Trainers
Experience	<ul style="list-style-type: none">• Experience of giving constructive feedback• Experience of delivering NDORS courses (both virtual and physical) or similar, to the public
Skills and Abilities	<ul style="list-style-type: none">• Skills to engage with instructors and trainers in one-to-one and group settings.• Ability to Assess according to UKROEd national standards either vocational or non-vocational. Excellent communication skills• Ability to evaluate and provide feedback in a constructive and positive manner.• Excellent administration, report writing and presentation skills.• Ability to work effectively both as a lone worker and as part of a team
Knowledge	<ul style="list-style-type: none">• Knowledge of NDORS courses (any or all)• Basic understanding of behavioural change techniques• Knowledge of issues related to driver/rider education and driver/rider safety.• Knowledge of Health and Safety at Work Act, Equality and Data Protection Act or any other Act affecting the NDORS assessment process

Kent Values and Cultural Attributes

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making

(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)