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Dear ADI,

## **In-Car Tutor, BTEC L2 Driving and Driver Education**

Nottinghamshire Road Safety Partnership and the Road Safety Team at Nottingham City Council would like to invite you to apply to work as an 'In-Car Tutor' on our preferred supplier list, delivering practical driving lessons as part of the Driving Force BTEC Level 2: Driving and Driver Education (BTEC Driver).

As a BTEC Driver 'In-Car Tutor' you will be required to deliver practical driver coaching on a 2:1 basis to learner drivers. In addition, you will be expected to meet and uphold Nottingham City Councils' core values of equality and diversity and follow all health and safety standards.

In-car tutors will be paid at a standard rate of £40 per two hour session, with an expected average of 80 hours tuition to be delivered in the first year, providing an income of £1600, plus the opportunity to continue lessons with pupils on your standard rate once the BTEC training is complete.

There is a two-step application process for this position with mandatory training after appointment.

All applicants should submit a CV and covering letter which clearly demonstrates how you meet the criteria required for the post. The closing date for applications is the 16<sup>th</sup> May at 17:00.

If your application is successful you will be invited to a practical in-car assessment taking place at Loxley House on the 19<sup>th</sup> of May (either AM or PM), 23<sup>rd</sup> May (either AM or PM) or 27<sup>th</sup> May (PM only) depending on availability. Please state on your application which date would be best for you to attend. All applicants will be notified if they have passed the assessment and have been accepted as a preferred supplier within 2 working days of the final assessment date (27/05/2016).

Successful applicants are required to attend a mandatory one day training course on Thursday 2<sup>nd</sup> June 2016 with a qualified BTEC teacher. The cost of this training is £240 (inclusive of tax) must be paid prior to delivering BTEC Driving lessons. This fee will be **REFUNDED IN FULL** after the pupils allocated to you have completed their set amount of BTEC driving lessons for the set academic year.  
The job description and criteria are included in this pack.

Yours sincerely,

James Fee  
Technical Officer – Road Safety

## Job Description and Person Specification

### In-Car Tutor, BTEC L2 Driving and Driver Education

#### Job Description:

The contracted role of 'In-Car Tutor' will involve the delivery of 20 hours of practical in-car driver training and peer review on a 2:1 basis. This will take the form of 10 x 2 hour practical driving sessions to take place in your own car.

You will be responsible for the completion by pupils of all in-car compulsory paperwork. You will report directly to the class teacher who will lead in each school.

You will be expected to be punctual, with a smart or smart/causal appearance and an appropriately clean car no more than 5 years old which meets all legal requirements. Upon selection you will also be required to provide evidence of:

- DBS (was CRB) certificate
- Professional liability insurance
- Driving Licence (including any endorsements)
- ADI licence
- Most recent check test/standards check result.

Practical driving sessions will be conducted from the school and will end at the school unless agreed prior to commencement with both students.

In return you will receive compulsory basic training by an OFSTED inspector in 2:1 training and ongoing developmental training in coaching techniques throughout your work with Nottinghamshire Road Safety Partnership.

#### Person Specification: Title - In Car Tutor

Essential	Desirable	Measured At
1 years' experience as a fully qualified ADI		Application and document checks
Ability to keep accurate pupil records		Application
Excellent diary management and time keeping skills		Assessment
	Advanced Driving Qualification	Application and document checks
	Experience of 2:1 in car training	Application
	Coaching qualification or evidenced course attendance	Application and document checks
	Evidence of a commitment to continual professional development (CPD)	Application and document checks

For more information please visit: [www.btecdriver.org](http://www.btecdriver.org)

