

JOB DESCRIPTION

Job Title: Physical Development Trainer	Location: Various (See advert)
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Physical Development Team Leader	Band level: 3H
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide a Force wide specialist capability enabling delivery of Physical Development Training, Job Related Fitness tests, Wellbeing Support and Personal Safety Training (PST) to existing and new staff / officers including; Police recruits, Police Officers, Special Constables, PCSOs and Detention Officers, in line with National Assessment Standards

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Deliver Physical Development, Personal Safety Training, Well-Being Support and Job Related Fitness Tests; ensure valid and reliable assessment standards, compliant with the College of Policing National Curriculum when undertaking tutorials or conducting assessments/exams.
2. Design, develop and implement training that meets organisational needs and emerging organisational learning, Home Office endorsement and College of Policing National re-accreditation standards.
3. Provide direction and maintain quality assurance standards in the delivery of the Physical Development/PST course portfolio.
4. Provide structured feedback and development/action plans for students undertaking Physical Development / Personal Safety Training courses and seek advice when students are failing to achieve competence.
5. Provide Well-being advice for Officers and Staff, including those struggling to meet required fitness standards. Also, where applicable, provide guidance to serving officers and staff on suitable fitness regimes that meet the requirements of their role.
6. Prepare timely, concise and appropriate course reports and assessments of student officers during their initial training programme, in line with the relevant course curriculums.
7. Contribute to the liaison with internal and external training providers and other Forces to ensure best practice by:
 - Maintaining own CPD, ensuring awareness of changes in procedures, policy / tactics and training methods.
 - Develop effective networks with other Forces to ensure changes to legislation and practice are recognised in lesson planning and delivery.
8. Promote equality and fairness and be able to challenge inappropriate behaviour.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

In addition to being part of the ongoing accreditation of all TVP Officers, the post holder will work in a team, provide training to Foundation intakes of Officers and Staff, Special Constables, PCSOs, Detention Officers, Transferees, and the recertification and development of approx. 4,500 Officers/Staff annually.

All L&D Trainers will have a minimum of 180 days client focussed activity per year. When fully competent, the post holder will act as 'lead' trainer on Initial courses on a rotational basis.

No budgetary management but will commission procurement of specialist equipment (e.g. training related resources).

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Achieved a Fitness related Level 3 qualification or higher (Premier Diploma, YMCA or equivalent).	E
2. Proven or recent experience of coaching or teaching groups (Fitness related gym instruction in isolation is not considered appropriate or relevant experience).	E
3. Achieved a L3 AET Award in Education and Training (or equivalent), or evidence of having met the College of Policing's L4 TEP Curriculum Standard. For entry level, a commitment to work towards achieving this qualification is essential. CPD will also be required in order to meet the College of Policing's L4 TEP Curriculum Standard.	E
4. Proven commitment to individual continued professional development and the development of staff, through delivering and facilitating effective learning, and/or coaching that meets defined objectives and ensures valid and reliable assessment.	E
5. Effective and persuasive communication and interpersonal skills, able to present ideas and information effectively, both verbally and in writing; confident and able to adapt style to suit the audience, maintain confidentiality at all times to meet organisational needs, risk assessments and quality assurance.	E
6. Competent user of Microsoft Office Applications, IT literate with a proven standard of report writing skills in order to relate to and communicate with people at all levels in the organisation and externally.	E
7. Proven ability to work on own initiative with recent experience in the provision of accurate data, undertaking problem solving, planning, prioritising and organising workloads with the ability to influence at a senior level to ensure relevant processes are maintained and agreed protocols followed.	E
8. Proven commitment to the standards of Equality and Diversity expected from members of Thames Valley Police	E
9. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E

9. Flexible approach to working is essential as some training, in particular the Special Constabulary, will require instruction at evenings and weekends**	E
10. Proven knowledge and experience in the delivery of Personal safety Training (PST) to Police Officers/Staff or equivalent emergency service (Training will be provided)	D
11. Proven knowledge and experience as a Police Officer, Special Police Constable, or in the teaching or assessment of Police Officers, including legislation related to the use of force.	D
<p>Additional comments: At interview, candidates will be asked to:</p> <p>* confirm their willingness to undertake and achieve a Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.</p> <p>** indicate their ability to undertake evening and weekend working as determined by business need.</p> <p>*** confirm their willingness to attend the College of Policing for any required training not provided by TVP.</p>	