

**Job Description for:** Approved Driving Instructor with WrightStart

**Responsible to:** Lewis Wright – Franchise Manager

**Location:** As determined by need

**Job Purpose:**

You will primarily be required to conduct driving lessons for the driving school along with other administrative, promotional or training duties as required by WrightStart.

You will have the option to work with WrightStart Experiences team in delivering young driver training as part of the Pre-17 programme and may also be involved in conducting road safety sessions with local schools.

**Main Roles & Responsibilities:**

- Delivering of driving lessons on a weekly basis
- Maintenance of pupil records and upkeep of the pupil portal
- Creation of a friendly and welcoming ambience for students and guests
- Co-ordination and liaison with franchise manager and other trainers as appropriate
- Responsibility for the health and safety of students while in your care
- Commencement and conclusion of all lessons according to the schedule
- Delivery of training in accordance with the WrightStart syllabus
- Flexibility to respond to reasonable requests and needs as they arise
- Attendance at training sessions as required
- Working in accordance with the Approved Code of Conduct
- Punctual attendance at WrightStart events
- Compliance with the directions and instructions of the Team Manager
- Preparation of cars as necessary (minor cleaning, safety and maintenance checks) and reporting of any defects

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as an Approved Driving Instructor at WrightStart.

This job description does not represent a Contract of Employment.