

Job Description

Post Title:	Instructor		
Directorate:	Operational Response		
Department:	Training & Development		
Location:	Leicestershire Fire & Rescue Service		
Grade:	Instructor	Date:	October 2026

Responsible To:	Senior Instructor
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Liaison With:	Station Managers Senior Instructors / Watch Managers Instructors / Crew Managers Firefighters Support Staff
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Purpose of Job: To design, deliver, assess and evaluate high quality training and development activities that support the operational and organisational requirements of Leicestershire Fire and Rescue Service. As an Instructor you will be required to develop knowledge, skills and behaviours of operational personnel, ensuring compliance with national standards, national operational guidance, service policies and relevant legislation. The Instructor will maintain their own operational competence in line with service requirements, act as a professional role model and ensuring instructional delivery is informed by current operational practice.

Main Activities, Duties and Responsibilities:

Specific:

- Deliver theoretical and practical training to operational and non-operational personnel
- Facilitate learning in a variety of settings including lecture rooms, training grounds, exercises and digital learning environments
- Deliver training aligned to National Operational Guidance, Service Policies and Operational Procedures
- Support the development of recruits, firefighters, crew & watch managers, officers and specialist role personnel
- Deliver specialist training programmes within areas of competence and qualification
- Design, review and update training materials, lesson plans and assessment methodologies
- Contribute to the development of training pathways and competence frameworks
- Ensure training programmes reflect changes in legislation, national operational guidance and emerging operational risks
- Assess learners against nationally recognised standards and service competence requirements
- Provide constructive feedback and coaching to support learner development
- Maintain accurate training and assessment records, competency information, ensuring compliance with service policies, statutory requirements and audit processes
- Work collaboratively with internal departments and external partners to identify training needs, support organisational priorities and promote best practice across the service
- Maintain training facilities, equipment and learning resources to ensure that they are safe, fit for purpose and available to support effective training delivery
- Promote and maintain high standards of health, safety and wellbeing during all training activities
- Undertake dynamic risk assessments and ensure that training is conducted safely
- Monitor learners and training environments to minimise risk and prevent safety events occurring, ensuring safe systems of work are carried out
- Attend internal or external training courses as required

General

- Maintain operational competence and fitness in accordance with service standards and requirements
- Maintain competence within operational disciplines relevant to their role
- Remain available for operational response or resilience duties where required by the service
- To maintain compliance with Leicestershire Fire and Rescue Service's Health & safety policies & procedures
- Participate in the Personal Development Review Process

Other

- Promote equality, diversity and inclusion in all aspects of training delivery
- Foster an inclusive and supportive learning environment
- Implement service policies and in particular, to challenge behaviour that compromises peoples' values or safety
- To carry out all tasks associated with this post in accordance with Leicestershire Fire & Rescue Service's Equality & Diversity Policies

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Additional Information for Job Evaluation

Budget Directly Responsible For:	
Budget Indirectly Responsible For:	
Number of employees Responsible For:	
Qualifications and Experience Required:	