

	<b>Driving Instructor Position Description</b>				<b>MGR01</b>	
	Prepared By:	<b>Tadashi Nakamura</b>	Issued	10/01/2025	Copy no	1
Authorised By	Executive Director, Corporate Services	Replaces		Page	1 of 4	
Reason for Amendment						

POSITIONS DETAILS	DRIVING INSTRUCTOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training
REPORTS TO:	Executive Director, Corporate Services
DIRECT REPORTS:	NIL
EMPLOYMENT	Part or Full Time
CONDITIONS:	12-month contract - Key Performance Indicators will be reviewed. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Driving Instructor at Tauondi Aboriginal College will play a pivotal role in supporting the College’s objectives to empower Aboriginal and Torres Strait Islander students through culturally appropriate education and training. This position aims to promote safe driving practices and assist students in obtaining their driver’s licenses, enhancing both their personal mobility and future employment opportunities. The Driving Instructor will work closely with students to foster confidence, independence, and safety on the road, while being mindful of cultural sensitivities and learning styles.</p> <p>A core objective of the role is to provide high-quality, student-centred driving lessons that are delivered in a culturally safe and supportive environment. The Driving Instructor will focus on building positive relationships with students, understanding their unique challenges, and adapting their teaching style to meet individual learning needs. In addition to driving skills, the role will promote road safety awareness and compliance with South Australian driving laws and regulations.</p> <p>The Driving Instructor must hold a Motor Driving Instructor’s (MDI) License, as required by South Australian licensing authorities. The position requires maintaining this accreditation and ensuring all lessons are delivered in compliance with the legal and safety requirements for driver training. Additionally, the instructor is expected to actively engage in professional development and contribute to the growth and success of the College’s driving school program.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li><b>1. Deliver High-Quality Driving Lessons</b> <ul style="list-style-type: none"> <li>○ Conduct driving lessons in a structured and supportive manner, ensuring students develop the necessary skills to become safe, competent drivers.</li> <li>○ Tailor lesson plans to meet individual student needs, taking into account varying levels of experience and learning styles.</li> <li>○ Monitor and assess student progress, providing constructive feedback to improve their driving skills and confidence.</li> </ul> </li> <li><b>2. Promote Cultural Safety and Sensitivity</b> <ul style="list-style-type: none"> <li>○ Foster a culturally safe learning environment that respects the values, traditions, and experiences of Aboriginal and Torres Strait Islander students.</li> <li>○ Build positive relationships with students by demonstrating cultural awareness and adapting communication styles accordingly.</li> <li>○ Participate in cultural competency training and actively apply cultural learnings in the delivery of driving lessons.</li> </ul> </li> <li><b>3. Ensure Compliance with Driving Regulations</b></li> </ol>

- Maintain up-to-date knowledge of South Australian road rules, licensing requirements, and driving regulations.
- Ensure students are aware of and comply with all road safety laws during lessons.
- Adhere to all legal and regulatory requirements for driving instructors, including maintaining a valid driving instructor accreditation.

**4. Support the Development of the Driving School Program**

- Collaborate with Tauondi staff to develop culturally relevant learning materials and resources for the driving school program.
- Provide feedback and suggestions for continuous improvement of the program to meet the evolving needs of students.
- Assist with program administration, including lesson scheduling, student record-keeping, and reporting on student progress.

**5. Maintain Professional Development and Safety Standards**

- Engage in ongoing professional development to ensure the delivery of best practices in driver education.
- Conduct regular vehicle safety checks and ensure that the vehicle used for instruction meets all safety standards.
- Promote a culture of safety by modelling safe driving behaviours and encouraging students to adopt responsible driving habits.

**6. Other duties as agreed.**

*The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.*

**PERSON SPECIFICATION**

**Skills & Knowledge:**

- **Motor Driving Instructor’s (MDI) License** – mandatory qualification to deliver driver training in South Australia.
- **Comprehensive knowledge of South Australian road rules and driving regulations** – including licensing requirements and road safety practices.
- **Strong communication and interpersonal skills** – ability to engage with students respectfully and adapt teaching styles to suit individual learning needs.
- **Cultural competency and sensitivity** – understanding of Aboriginal and Torres Strait Islander cultures, with a commitment to providing culturally safe learning environments.
- **Patience, empathy, and problem-solving skills** – essential for supporting students through challenges and building their confidence as drivers.
- **Basic administrative and record-keeping skills** – ability to manage lesson schedules, track student progress, and maintain compliance records.

**Previous Work Experience:**

- **Experience as a licensed Driving Instructor or similar role** – delivering driving lessons and preparing students for driving tests in accordance with road safety laws and regulations.
- **Experience working with Aboriginal and Torres Strait Islander communities** – or demonstrated ability to work effectively in culturally diverse environments.
- **Experience in education, training, or mentoring** – with a focus on student-centred learning and supporting individuals with varying skill levels and learning needs.

**Personal Attributes:**

- **Cultural sensitivity and respect** – ability to build trusting relationships with Aboriginal and Torres Strait Islander students by demonstrating cultural awareness and respect for their values and traditions.
- **Patience and empathy** – understanding the challenges students may face, providing encouragement, and fostering a supportive learning environment.
- **Strong communication skills** – ability to convey complex information clearly and adjust communication styles to suit different learners.
- **Reliability and professionalism** – consistently meeting scheduled commitments, maintaining high standards of behaviour, and adhering to legal and safety requirements.

- **Adaptability and flexibility** – capacity to adjust teaching approaches to accommodate the unique needs of each student and respond to unexpected challenges.
- **Attention to detail** – ensuring that lessons are delivered safely, vehicles are properly maintained, and student progress is accurately tracked.
- **Commitment to continuous improvement** – willingness to engage in professional development and apply new knowledge to enhance teaching practices.
- **Positive role model** – demonstrating safe, responsible driving behaviours and promoting lifelong road safety values.

**Qualifications & Training:**

- (Essential) *A Motor Driving Instructor’s Licence in South Australia*
- (Essential) Current SA DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Driver’s licence

**VISION and VALUES**

**Vision statement**

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

**Values**

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

**KEY RELATIONSHIPS**

<p>Internal</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Student Support Team</li> <li>• Administration staff</li> </ul>	<p>External</p> <ul style="list-style-type: none"> <li>• Employment Service Providers</li> <li>• Social and Community Service Providers</li> </ul>
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**Acknowledgement**

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Employee)

Signed..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Manager)