



JOB DESCRIPTION / SPECIFICATION

Post:	Practice Educator - Business
Reporting To:	Programme Manager Education / Principal IQA Manager
Main Purposes of the Job:	To design, develop and deliver high quality leadership and care training to the Private, Voluntary and Independent Adult Social Care Workforce of Hertfordshire.
Pay:	£26,000 -29,000 p.a. Band M1 (Pro Rata for 1 or 2 days per week to be negotiated)
Contract Terms:	Part Time (7.5 to 15 hours per week working 9.00am until 5.00pm (days to be agreed)

This is a new and exciting position for someone to extend their **business** and **training** skills

It is essential that this candidate:

Has **passion** and **enthusiasm** to raise the standard of quality of care

Has a Leadership background

Has experience in the adult teaching arena

Has **credibility** with teaching senior management staff

Specific Responsibilities:

- Work with the strategic management to understand the needs of learners and create and implement development plans to address both short and long term requirements with a focus on addressing any skills gaps and meeting the needs of our members.
- Design, prepare and deliver business and leadership level training courses to meet observation requirements including Ofsted
- Be prepared to learn all current courses within the HCPA Leadership Suite and deliver these to HCPA standards with passion and enthusiasm
- Design business courses appropriate to both managers and proprietors in social care.
- Prepare lesson plans and schemes of work.
- Create presentations and handouts including workbooks and portfolios.
- Create programme pathways for managers and proprietors. These may last from 2 to 12 months in duration.
- Act as a business coach to support both managers and proprietors.
- Assess candidates work to IQA standards
- Work with IQA team on mapping to relevant qualifications or adhering to approved qualification assessment criteria.
- Provide the Programme Manager for Education with ideas to take forward the education department.
- Attend any relevant meetings with partners to discuss business training.
- Provide and deliver business presentations for hcpa member network meetings and study days.
- Develop and deliver Business Forums relevant to HCPA membership
- Network with external sector bodies and sector specific groups to share knowledge and represent HCPA's interests.

- Provide reports to the strategic lead on evaluation, quality, return on investment and impact on L&D strategy of existing and proposed training interventions.
- Work with the team to ensure all training is planned, booked, communicated and recorded efficiently.
- Work with the Quality Team to ensure all courses are mapped to appropriate qualifications and standards and manage all quality assurance within the department.
- Undertake any projects as directed as they achieve funding - these may not necessarily be related to training but will link to quality and the HCPA key objectives
- Undertake CPD events as directed
- Hold key accountability and write up project reports and add input to tenders

This role will be approximately 90% direct delivery and 10% preparation, planning, leading and networking

Person Specification:

- Own transport with insurance for business use is essential for this role as travel around Hertfordshire may be required
- Previous experience of teaching
- Experience in working at Leadership level
- Excellent communication skills both written, IT and verbal
- Be excellent at autonomous research
- Adaptable - training may be within the HCPA training centre, and may also be courses which need to be delivered at a client's site or alternative venues. These may not always be ideal venues for teaching and may require adaptability

Hours of Work:

Usually 1 or 2 days per week 9.00am until 5:00pm with a half-an-hour break, although will be required to be flexible to meet business needs. Some evening work may be required particularly to attend team meetings (usually no more than an hour overtime). Office based in Welwyn Garden City. Training Sessions can be located anywhere in in the local area. Travel expenses will be paid from the office address.

To apply – Application Pack is available on our website :

http://www.hcpa.info/Recruitment/Working_For_HCPA

Telephone: 01707 536020 email: jobs@hcpa.info