



JOB DESCRIPTION / SPECIFICATION

Post:	Care Tutor
Reporting To:	Operational Quality Assurance Manager
Main Purposes of the Job:	To deliver high quality care training to the Private, Voluntary and Independent Adult Social Care Workforce of Hertfordshire (may include some design and development work).
Pay:	£22,000 - £24,000 p.a. (12 month renewable contract)
Contract Terms:	Full time (37.5 hours per week working 9.00am until 5.00pm Monday to Friday)

This is an exciting position for someone to extend their **health and social care knowledge, training and leadership** skills

It is essential that this candidate:

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

Has a Care background

Has experience of adult teaching

Holds the Award In Education and Training (previously PTLLS)
or is willing to achieve it within 6 months from appointment.

Specific Responsibilities:

- Work with 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 care level training courses to meet observation requirements including Ofsted
- Learn all current courses within the HCPA Care Certificate/ mandatory subjects suite as well as community learning and deliver these to HCPA standards with passion and enthusiasm
- Be able to act as an assessor/verifier (training will be given if necessary)
- Deliver quality provision of Skills for Care 'care certificate programme' within HCPA.
- Deliver community courses and entry level qualifications to service users
- Deliver courses linked to on-going development programmes
- Support providers who require tailored solutions to training staff by delivering appropriate courses
- Offer input to Forums relevant to HCPA membership
- Be responsible for feeding Education Department data into the development and implementation of HCPA's 'Matrix' and 'Endorsement' action plans utilising the feedback from our recent programmes.
- Network with external sector bodies and sector specific groups to share knowledge and represent HCPA's interest

- 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

Note: there will be additional specific training duties added to this JD depending on skill set and needs of the business, these will include the following:

- Developing new courses and materials
- Undertake CPD
- Delivering to a variety of levels of staff in the Care Sector
- Attending events and meetings

This role will be approximately 80% direct delivery and 20% preparation, planning, assessing 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/training within a health and social care setting
- Experience in working within the Health & Social Care Sector
- Excellent communication skills both written, IT and verbal
- Must be fit and able: This job requires low level physical activity and the instructor must be able to demonstrate techniques
- Proven experience in providing quality assurance systems and processes
- 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 Monday to Friday 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. Office based in Welwyn Garden City currently. 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