

JOB DESCRIPTION / SPECIFICATION

Post:	Care Tutor – Care to Step Up
Reporting To:	Education Quality Team Manager
Organisation/Employer:	Hertfordshire Care Providers Association
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:	£25,000 (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 **experience in care** and **training** 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

Has a minimum of the Award In Education and Training (PTLLS) , or obtain this in the first 3 months

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 and qualifications to meet observation requirements including Ofsted
- Learn all current courses within the HCPA Care Certificate/general care 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 courses linked to on-going development programmes
- Support providers who require tailored solutions to training staff by delivering appropriate courses
- 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 CPD events as directed
- Hold key accountability and write up project reports

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

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
- 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
- Must be comfortable with a blended delivery approach, combining online/webinar delivery with face to face delivery

*Please note that this role is associated with delivering of training projects directly to care staff, and therefore we may be required to ensure that the individuals recruited for these roles have completed the two vaccines against COVID-19 if successful, unless legally exempt. Please note that we may ask of evidence for this at the interview or when employment commences.