

JOB DESCRIPTION / SPECIFICATION

Post:	Practice Educator – Care to Step Up
Reporting To:	Practice Education Team Manager
Organisation/Employer:	Hertfordshire Care Providers Association
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:	£30,000 (12 month renewable contract)
Contract Terms:	Full time (37.5 hours per week working 8.30am until 5.00pm Monday to Friday)

This is a new and exciting position for someone to extend their **leadership 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 **Leadership in Care** background

Has experience in the **adult teaching** arena

Has experience in teaching **leadership and management**

Has **Adult and Social Care** background

Has **credibility** with teaching senior management staff

Has a minimum of the **Level 3 Award In Education and Training (previously PTTLS)**

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 care and leadership level training courses to meet observation requirements including Ofsted
- Learn all current courses within the HCPA offer and deliver these to HCPA standards with passion and enthusiasm
- Act as an assessor and verifier and support learners to complete coursework
- Take responsibility of own learners by guiding them through the training end ensure timely assessing of coursework
- Provide reports on assessment and completion rates
- Deliver courses linked to on-going development programmes
- Deliver Train the Trainer type courses and qualifications
- Support providers who require tailored solutions to training staff

- Be responsible for feeding Education Department data into the development and implementation of HCPA's 'Matrix' and 'Endorsement' action plans utilising feedback
- Attend task and finish groups to develop and implement the Hertfordshire strategy including for Qualified Practitioners (Nurses), Apprentices and Practitioners working towards leadership qualifications.
- 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 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 specific to job role
- Delivering to Managers
- Attending events and meetings

Person Specification:

- Has completed a Certificate in Education and Training, or a minimum of Award in Education and Training
- Own transport with insurance for business use is essential for this role as travel around Hertfordshire may be required
- Previous experience of training within a health and social care setting
- Experience in working within the Health & Social Care Sector at Senior Leadership level
- Excellent communication skills both written, IT and verbal
- Proven experience in providing quality assurance systems and processes
- Be excellent at autonomous research and have proven leadership experience
- 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