

JOB DESCRIPTION / SPECIFICATION

Post:	Specialist Care Tutor – Care to Step Up
Reporting To:	Education Quality Team Manager
Organisation/Employer:	Hertfordshire Care Providers Association
Main Purposes of the Job:	To design, develop and deliver high quality specialist and care training to the Private, Voluntary and Independent Adult Social Care Workforce of Hertfordshire.
Pay:	£26,000 (12-month renewable contract)
Contract Terms:	Full time (37.5 hours per week working 9.00am until 5.00pm Monday to Friday)

This is a new and exciting position for someone to extend their **knowledge 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 in the adult teaching arena

Has experience in teaching **Adult Social Care topics**

Has **Dementia focus** background

Has **credibility** with teaching adult social care staff

Has a minimum of the Award In Education and Training (previously PTTLS) or be willing to gain within 3 months

Specific Responsibilities:

- Design, prepare and deliver care and specialist level training courses to meet observation requirements including Ofsted
- Learn all current courses within the HCPA Training Suite and deliver these to HCPA standards with passion and enthusiasm
- Deliver courses and qualifications
- Act as an assessor, support learners to complete coursework and track completion through the company's qualification tracker
- Deliver courses and qualifications linked to on-going development programmes
- Develop and deliver new courses and qualifications as per funding requirements
- Support providers who require tailored solutions to training staff
- 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 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 may include the following:

- Developing new courses and materials
- Undertake continuing professional development (CPD) activities specific to job role
- Attending events and meetings
- Focussed teaching sessions and development work around Dementia

Person Specification:

- 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
- 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
- Be excellent at autonomous research and have proven leadership experience
- Has a proven Dementia or Adult Disability service background
- 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

*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.