

JOB DESCRIPTION

Job Title:	Health & Social Care Trainer
Full Time Salary (37.5hrs):	£32,000 - £36, 000 dependent on experience
Responsible to:	Director of Corporate Services
Hours of work	37.5 hour per week, Monday – Friday, with occasional weekends where required

Main Purpose of the Role

- To support our teams to deliver great care through the development, delivery and management of social care training programme to staff and volunteers across a range of roles within the company.
- To support in the development and delivery of Southend Care Ltd Care Professional Academy
- To design, develop and deliver engaging training courses that is line with legislation, industry best practice and Southend Care' Ltd values.
- To source funding to support the delivery of high-quality training within Southend Care Ltd

Responsibilities of the Role

- To deliver a wide range of social care training courses to our frontline staff and other roles within the organisation as required, which will support the delivery of high quality and effective care and support.
- Design, develop and deliver engaging training sessions on a variety of health and social care topics including mandatory topics such as manual handling, medication, safeguarding, emergency first aid, ensuing compliance with best practice, regulatory requirements and sector guideline
- Evaluate effectiveness of face-to-face training and e-learning to continuously improve learning sessions, training delivery and course content as required.
- Organise, design and deliver engaging induction training to all new employees to support with retention of new starters, and raising awareness of our values
- Provide feedback and support to employees to ensure successful learning outcomes
- Support learners who may have specific needs and work creatively to overcome any barriers to learning
- Support Service Managers with identification of training and development solutions to improve individual and team performance, as well as meeting service or organisational needs
- Create bespoke training courses, workshops and exercises when required to support the company to meet its operational and organisational aims

- Assist the Director of Corporate Services with the development of the Learning Academy, and becoming an endorsed/accredited training provider
- Assist with apprenticeships, and ensuring effective use of the apprenticeship levy
- To support with the commissioning of training from external providers, as and when required, ensuring the training is of high quality, delivered by a reputable provider and offers value for money
- Manage and devise a training calendar to meet the demands of the business
- Monitor and maintain up to date records of training delivery and monitor staff compliance with training KPI's, and regularly report to SMT, highlighting any compliance concerns.
- Ensure the Adult Social Care Workforce Data Set (ASC-WDS) is up to date
- You will be responsible for ensuring any funding opportunities are maximised to support our learning and development programmes, such as the government Learning and Development Support Scheme (LDSS), and other funding streams.
- Managing the Training & Development website and intranet pages to highlight learning and development opportunities SCL has to offer
- Manage our E-Learning system for compliance, course content, accessible modules.
- Work with HR team and Service Managers to foster a positive and support learning environment
- Keep up to date with the latest developments in health and social care, including relevant regulations and best practices
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours
- Contribute, as appropriate, to special projects and change programmes in support of the Southend Care's objectives
- To be familiar with Southend Care's comments, compliments and complaints policy and procedure and good practice relating to this.
- Any other duties commensurate to the role may be required

Resources

- Training Budget

Work Environment

- Primarily based at Brook Meadows House, or other training venues such as P49
- Will be required to work within any service within Southend Care as directed by the Director of Corporate Services

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare, and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.

Person Specification

Attributes	Activity	Essential or Desirable	How evidenced
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> PTLLS/Level 3 in Education and training or equivalent A professional qualification in nursing, social care or a related care discipline with post-qualification experience Train the Trainer qualifications (BLS, M&H, medication, mental health etc) 	E E E	A
Knowledge, Experience Skills and Abilities	<ul style="list-style-type: none"> Experience of delivering training in a social care setting Excellent communication, presentation and motivational skills Knowledge of person-centred planning approaches Excellent communication skills both written & verbal Good analytical & judgement skills Able to work under pressure to meet deadlines Ability to maintain and enhance effective working relationships Adaptable training methods to meet the needs of the learners Ability to contribute to, monitor and implement changes and improvements to services Able to set and audit standards Ability to plan, allocate and evaluate own work IT literate including MS Team Effectively build trust and work in collaboration Knowledge of CQC requirements & expectations Hands on experience delivering health & social care 	E E E E E E E E E E E E E E D	A &
Values <i>(Demonstrates the Company's Values and Behaviour i.e. the how)</i>	<p>We are Caring always providing person centred care and support we would want for ourselves & loved ones.</p> <p>We are Passionate- about care & having pride in being part of SCL</p> <p>We are Diverse – inclusive, recognising diversity through celebrating differences</p> <p>We are Empowering – enabling everyone to fulfil their potential, taking ownership & being accountable</p> <p>We are Innovative – able to take on new challenges & seek solutions with a balanced care & commercial mind set</p>	E E E E	