



## Role Profile

<b>Job Title:</b> Training and Retention Lead – Health and Social Care	<b>Role Profile Number:</b> ENH181
<b>Grade:</b> Q	<b>Date Prepared:</b> April 2022
<b>Directorate/Group:</b> Adult Services	<b>Reporting to:</b> Building Independent Service Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

The Trainer/Skills Coach of the In-House regulated services is responsible for increasing Swindon Boroughs productivity by teaching new and existing skills and knowledge to employees.

### Key Accountabilities

- To enroll and carry out initial assessments of learners.
- To design and implementation of an induction programme for health and social care setting.
- To work closely with Learning and Development Team within Swindon Borough Council.
- Be responsible for taking on new employees through their learning journey for their first 12 weeks. This will include their care certificate
- Supporting learners undertaking apprenticeships qualifications in Health and Social Care up to level 5, which will include classroom delivery and one to one coaching.
- Working to specific quality and completion targets.
- To provide support to learners through a variety of platforms to include Microsoft Teams, email, telephone
- Monitoring the quality of assessments practice on Health and social care qualifications including functional skills against the requirements set by the awarding organizations.
- Embed policies, SOPs, CQC and HS procedures into all learning.
- Support learners through their QCF qualifications.
- Good understand of work force development fund and other local and national funding.
- To support recruitment advisors to process key roles, maximizing our ability to attract and retain staff within the care sector.
- Working closely with HR to ensure all recruitment processes are within our timeline.

### **Supplementary Accountabilities**

- Due to the nature of the demands of the service you may be required from time to time, to work outside normal hours, as and when necessary including bank holidays, weekends and evenings and participate in a management on-call system to support the service out of hours, including evenings and weekends.
- You will be required to work from any site within the In-house provider services setting.
- To undertake any other duties and responsibilities as maybe required by the organisation within the scope of the role/grade.
- Ability to cope and act fast with emergencies.

### **Knowledge & Experience**

- Experience in delivering or designing training programmes.
- Experience within the social care framework.
- Knowledge of the issues affecting vulnerable people.
- Knowledge of anti-discriminatory practice.
- An in-depth knowledge of Health & Safety regulations.
- Good Knowledge of awarding bodies
- Good Knowledge of safeguarding requirements and process
- An in depth knowledge of government funding.
- Understanding of the need to keep.

### **Qualifications**

- QCF level 4 or equivalent or working towards Level 4 of QCF in health & Social Care or compensatory experience in care management.
- Assessor Qualified A1, TAQA.
- Recognised teaching qualification PTTLS or equivalent qualification.

### **Decision Making**

- To liaise with the Registered Manager on any Service Users issues.
- To develop staff to meet the need of the service.
- To research development opportunities for the In house services.

### **Creativity and Innovation**

- To be aware of team dynamics, roles and responsibilities.
- To problem solve on a day-to-day basis.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
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**Contacts and Relationships**

- CQC
- Contract Monitoring Team
- Health Professionals ( GP, Nurse, Physio, OT, CCG )
- Social workers
- Hospital staff
- Volunteers
- Other care providers
- HR

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	