

**Job Description**

**Job Title:** Health and Social Care Trainer/Assessor

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** Learning and Development

**Job Profile:** LD 7

**Directorate:** Neighbourhoods

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** Quality and Performance Manager

**Number of Reports:** None

**Purpose:**

To manage the programmes of individual learners/apprentices on Health and Social Care programmes to ensure that their learning needs are identified and met appropriately, that they are provided with the necessary training, support and assessment, and that their progress is monitored in order to achieve success within identified timescales.

To assess the needs of, and develop, individuals or groups and review the effectiveness of programmes and activities.

**Key Responsibilities:**

* Complete a skills audit with each learner to establish the correct framework/standard and level to be undertaken and agreeing the target timescale for completion within the Learning and Skills Service’s guidelines.
* Carry out initial assessments to establish individual starting points, to assess the amount of learning and assessment necessary to achieve the apprenticeship and to ascertain each learner’s eligibility for the programme.
* Complete with each learner and their employer an individual learning plan/assessment plan, detailing the components of the learning programme and target completion dates.
* Facilitate a thorough induction for each learner, ensuring they and their employers are aware of current legislation relating to them and all concerned with their training especially relating to equal opportunities and health and safety.
* Ensure that all learners are enrolled and registered with the appropriate awarding body.
* Carry out assessments of learners’ skills, knowledge and competence during the course of their Apprenticeship Standard, Diploma or Certificate.
* Deliver functional skills training.
* Follow the guidance issued by the Awarding Body with regard to assessment and verification practice and completion of documentation
* Conduct regular reviews of progress involving the learners and their employers, to ensure achievement of the agreed outcomes within the timescales.
* Monitor and manage the progress of learners.
* Demonstrate competence in the application of Health and Safety procedures, including the accurate and timely completion of the Health and Safety paperwork related to all work-based learning programmes.
* Comply fully with the Service’s Quality Assurance systems to ensure consistency and continuous improvement, liaising with appropriate team members to ensure that systems in support of assessment, verification and additional support are fully implemented.
* Undertake continuous professional development appropriate to the contractual requirements of the post.
* Maintain occupational competence in Health & Social Care settings.
* Complete all paperwork required to meet audit requirements.
* Play a full role in Ofsted inspections and other audits and inspections.
* Demonstrate a commitment to promoting equality and diversity, Health & Safety, Safeguarding/PREVENT and Fundamental British Values.
* Undertake any other tasks commensurate with the post which may be required by the Council.

**Other Duties :**

* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council