

## Trainer Job Description

**Job Title:** TRAINER  
**Service:** Central Services  
**Responsible to:** Learning and Development Manager

### **Brief description of job:**

Trainers in Hesley Group are responsible for helping to develop the knowledge, skills and competence of our employees. This will be achieved through the production, delivery and evaluation of key learning and development events. These will include events for the induction, mandatory training and Continuing Professional Development (CPD) of employees.

All learning and development events will be delivered within the context of the values of Hesley Group:

#### Person Centred

We treat every person that uses our service as an individual. We deliver culturally sensitive, strength-based services that respect the unique worth of each individual. Person centred planning, and therapeutic support are the tools we use to ensure that our services keep the people we support at the centre of everything we do.

#### Outcome Focused

As an outcome focused service, we aim to achieve the aspirations, goals and priorities identified by the people who use our services. We believe that an outcome focused approach ensures the best use of resources through agreed individual support plans. Putting the individual at the heart of what we do helps to produce the very best outcomes, and in turn provides mechanisms for benchmarking, evidencing and reviewing our practice.

#### Quality Driven

We believe in quality driven practice and hold ourselves accountable for the quality of our service. We believe that key indicators of quality are evidenced by individual levels of satisfaction, involvement and the increased capacity of an individual to achieve their goals.

#### Providing Safe and Effective Services

We believe everything we do must be in the interests of providing safe, effective and responsive services and to prevent harm or abuse. We take thorough steps to ensure that should harm, risk or suspicion of harm occur, all our employees will be well equipped and supported to report and manage this.

**Policy Document No: Per 1.1.1**

**Key Result Areas:**

Assessment:

- 1 To contribute to the assessment of learning needs. This is in order to ensure learning and development programmes are effective and remain responsive to Hesley Group requirements and each individual learner's needs.

Planning:

- 2 To ensure that all learning and development programmes and activities meet the relevant legal and regulatory standards, and codes of practice. This includes the national Investors in People (IiP), British Institute of Learning Disabilities (BILD), Induction Standards (Care Certificate etc,) taking into account the Children's Homes Regulations and Quality Standards and the Fundamental Standards and Regulated Activities Regulations (CQC) and other relevant work-based knowledge standards for all Hesley Group employees as required.
- 3 To plan for learning and development activities using a blended learning approach, including session plans and the creation and organisation of all relevant resources and materials in liaison with the Workforce Development Team. This will require you to be able to use the current Microsoft Office suite

Delivery:

- 4 To deliver the agreed Hesley Group induction programmes and other mandatory and CPD programme for employees and managers as required. This will involve working closely with the Workforce Development Team, Hesley People (Hesley Group's awarding centre), and those in a management role.
- 5 To welcome new employees and ensure that their initial experience of Hesley Group is positive and carried out as described in Hesley Group's programme.
- 6 To support the Workforce Development Team in the delivery of Positive Behaviour Support (PBS) programmes in line with the law, national policies and regulations and the BILD code of practice. This will include training and assessing staff in the use of appropriate/agreed physical interventions.
- 7 To create an atmosphere, environment and climate conducive to the enhancement of learning that meets the individual needs of learners
- 8 To deliver learning and development activities using a wide range of learning methods and techniques in order to meet learning outcomes.

Review:

- 9 To ensure that the Learning and Development attendance, evaluation records and other relevant assessment documents are completed for all learning and development activities and events.
- 10 To actively participate in the review of all learning and development programmes to ensure that they remain fit for purpose.

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**Policy Document No: Per 1.1.1****Evaluation:**

- 11 To evaluate the effectiveness of all learning programmes to ensure that they meet the needs of the people we support, learner needs and the requirements of Hesley Group.
- 12 To reflect on and evaluate own practices in order to provide effective learning activities, maintaining up-to-date knowledge and skills related to best practice for key areas of input, attending relevant courses, CPD, conferences and achieving relevant qualifications as required.

**General**

- 13 To attend for work reliably and punctually.
- 14 To work flexibly in response to Hesley Group needs and requirements within the hours of work allocated.
- 15 To work in a variety of locations as required to ensure that the development needs of all Hesley Group staff are met.
- 16 To follow Hesley Group policies and procedures paying particular attention to any safeguarding issues that may arise, reporting any concerns as required.
- 17 To make sure all employees have equal opportunities to access learning and assessment opportunities as set out in law and within policy.
- 18 To use IT equipment appropriately and effectively with the ability to resolve any minor technical issues that may arise while engaged in the learning environments.
- 19 To undertake as and when required any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

**Communication and Working Relationships**

- 20 To ensure the clear and timely communication of information, ensuring the appropriate level of confidentiality. This must be done in a professional manner using a variety of methods including the use of email and computer-based systems. There is a need to attend and contribute to regular supervision, and meetings with the Learning and Development Manager and the wider Workforce Development team.
- 21 To contribute fully to ensure work teams are effective by striving to build positive relationships. You must be able to give and receive constructive feedback aimed at developing the quality of relationships and performance.

**Most Challenging Aspect of this Job**

Delivering a first class learning and development programme within a context of statutory sector standards is vital. A general knowledge of the learning environment, specific knowledge of the learning and development process, solid organisational and interpersonal skills are crucial to this role.

**Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care of the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for staff and the people who use our services.

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**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

**This post is subject to an enhanced level DBS Disclosure and Barring Check, including a check against the "Barred List" in respect of the Adults/Children's Workforce.**

Prepared by: Learning and Development Manager

Date: 14/02/19

Jobholder:

Signed:

Date:

Manager:

Signed:

Date: