

Training and Practice Lead

Role expectations



PEOPLE:

- Support the local Management team in inducting new colleagues and act as a point of contact for training and development
- Support the training and induction of new staff and provide coaching, support and monitoring throughout their 6-month probationary period
- Oversee the induction training plan and co-ordinate with the facilitators to ensure that this is in place rotationally to support new staff
- Work with the safeguarding lead to ensure that all staff competency is completed during their probationary period
- Support probationary review process regarding training needs
- Support the competency training review and sign off (excluding safeguarding) as required
- Support colleagues with CPD
- Support the application and embedding of learning into practice
- Provide coaching and feedback as required
- Develop and support activities and initiatives to support the wellbeing of the workforce
- Monitor, identify and address any training needs at a local level in conjunction with L&OD
- Act as a point for guidance and support for Trainee colleagues from start date through to graduation
- Liaising with Team Leader's to identify issues with practice
- Ensure all learning records are kept up to date on Explore within a timely manner

PROCESS:

- Contribute to regular National Training and Practice Lead Forums
- Maintain effective links with Learning and Organisational Development Team (L&OD)
- Maintain working links with relevant departments including Implementation & Development, Quality, etc
- Support relevant review and audit activities
- Support relevant Quality and Service Development/Improvement activities
- Support Management with recruitment initiatives
- Monitor mandatory training levels and highlighting any areas of concern to senior management
- Review external training opportunities and cascade/direct to staff appropriately, maintaining communication with central L&OD
- Support Hub managers with PIPs where there is a training need identified as part of this process
- Respond appropriately to local training needs, liaising with Central colleagues and in conjunction with L&OD
- Support the ongoing evaluation of training interventions using the learning cycle with L&OD
- Identify areas for regional or national learning and share at National Forum with wider colleagues
- Use, feedback and contribute content to the centralised L&OD Training library on Teams
- Identify practice issues through audit
- Review practice through evaluation of training interventions

MY ROLE:

...Supporting high quality and effective practice, learning and development



WHAT I AM ACCOUNTABLE FOR:

- The delivery of high quality, effective and responsive local training to identified teams
- Identify and monitor local needs in relation to training and practice – and respond appropriately
- The delivery of high quality, effective and supportive mentoring and coaching activities for those within their probationary period and for Trainee's
- Adhering to internal compliance, governance and relevant frameworks
- Adhering to organisational policies and procedures
- Attend update meetings, forums and other developmental work to reflect on practise and share with colleagues
- Recognising and responding to practise that puts individual's, staff and individuals at risk
- Supporting equality, diversity and inclusion and developing awareness across teams
- Maintaining a robust understanding and awareness of safeguarding children and adults

HOW I OPERATE:

- I work together with others to get the best possible outcomes;
- I put the people we support at the heart of everything I do;
- I treat others with respect, actively listen and embrace others points of view;
- I maintain a high level belief in the abilities of people we support and model a non judgemental approach;
- I maintain professional boundaries and present a professional image at all times;
- I actively seek opportunities to develop myself;
- I take ownership and accountability for my actions and decisions.

WHAT I NEED:

- Good written & verbal communication skills
- Training Qualification
- Knowledge of IT / digital systems
- Understanding of the Health & Social Care sector
- Knowledge, skills and experience of design and delivery of effective learning opportunities
- Knowledge, skills and experience relating to coaching and mentoring