



Job Description

Job:	Training Assistant – Social Care
Reports to:	Training Manager
Salary Scale:	£21,000–£23,000 pro rata
Hours:	24 hours per week – Flexibility required
Job Benefits:	<p>28 days' holiday per year pro rata <i>inclusive</i> of bank holidays.</p> <p>Comprehensive induction</p> <p>For contracted staff:</p> <ul style="list-style-type: none">• Pension Scheme• Medicash• Life Insurance Scheme – Health & Wellbeing packages including access to 24-hour GP• Increased holiday entitlement with length of service• Monthly staff prize draw <p>Ongoing professional development, guidance, and support from experienced managers.</p> <p>Friendly, supportive environment.</p> <p>This post is subject to an Enhanced DBS</p>
Essential Criteria	<p>Reliable, flexible and adaptable</p> <p>Be non-judgmental with a firm commitment to equal opportunities</p> <p>2+ years' experience working in Health and Social Care</p> <p>Experience of working in a busy, dynamic work environment</p> <p>Experience of teamwork and of taking responsibility for standards and services.</p> <p>Knowledge of the Care Certificate Standards</p> <p>Knowledge of relevant regulatory bodies and legislation</p> <p>Good basic working knowledge of Microsoft Office (Word & Excel)</p>



Good communication, networking and presentation skills.

Excellent spoken and written English

Desirable Criteria

PTTLS/Education & Training L3 qualification or a willingness to work towards

Train the Trainer (or equivalent qualifications) in required training courses or be willing to work towards if not currently trained in all areas.

Commitment to improve and update own knowledge and skills

The Training Assistant will support and collaborate with the current team and offer support to the Training & Recruitment Manager that will ultimately improve the service delivery experience and Continuous Personal Development for staff at all levels.

Main Duties & Responsibilities

Training Duties

- Use a variety of training methods and styles to ensure staff are given the best opportunity to learn and keep their knowledge current
- Induct new staff to their role by facilitating training courses and help staff carry on with their journey at Stockdales by providing high quality training courses
- Deliver internal face to face training in the core mandatory subjects
- Liaise with Service Managers to identify current and future training needs
- Encourage and support the staff team to access and achieve professional qualifications
- Liaise and work alongside external training providers including booking and facilitating smooth running of courses
- Provide training feedback to Training and Service Manager
- Evaluate performance and effectiveness of own training delivery
- Support the Training & Registered Manager to promote practical skills competence compliance
- Maintain training equipment and report any defects/repairs



Admin Duties

- Manage the training calendar including adding new dates, checking bookings and providing reminders
- Monitor and manage e-learning systems, nominate new learners and track staff progress
- Support Training Manager to source appropriate training provision
- Assisting with development and update of training materials
- Create and distribute training certificates on successful completion of training
- Manage the upkeep of the electronic training database ensuring data is accurate
- Input and update training data on the ASC-WDS to enable claiming all available funding
- Manage the electronic storage and archiving of training records

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the primary areas of responsibility and is open to change and review at any time.

Stockdales is committed to being an equal opportunities employer, with a values-based recruitment process.

I have read and understood the above job description and understand the terms of which I agree to.

Name - _____

Signed - _____

Date - _____