

Job Outline

Post Title:	Training Coordinator
Section:	Operations
Reports to:	Children's Standards Champion
Responsible for:	The provision of ensuring a cohesive and coordinated approach to training across northern care . To have responsibility for the organisation and evaluation of training and development for all staff within care and education services. Ensuring a record is held of all training delivered within own area of responsibility.
Salary:	
Car User Status	

Purpose of Job

To be one of two organisational Training Coordinators within northern**care**. Act as a model of exemplary practice in supporting staff at all professional levels in supporting and improving practice through appropriate training activity.

The post holder will ensure that Senior Management are kept informed of all training plans and that details of training which has been delivered is analysed and a report submitted to the Senior Management Team as set out within the Main Responsibilities and Key Results area.

Main Responsibilities and Key Results Areas

- Ensure the training needs of all staff working directly or indirectly with children and young people, are identified and addressed in the most cost- effective and efficient way, resulting in the delivery of high quality, innovative services and the best possible outcomes for children and young people.
- In partnership with your Training Coordinator colleague design and deliver northern**care**'s Training Strategy. The document should be submitted for approval to the Operations Director who will present it to the Board of Directors for final approval.
- Meet on an agreed timescale with your line manager the Children's Standards Champion and participate fully in supervisory sessions.
- Ensure the Children's Standards Champion is kept fully updated with progress in relation to training. Agree systems and processes of the type and level of communication.
- Investigate and utilise innovative and creative approaches in the design and delivery of appropriate training resources for practitioners across a wide range of settings within the organisation.
- In liaison with the Children's Standards Champion, Service Managers, Education Managers,

organise routine visits to homes, and schools to discuss any additional areas of training which may be required as a result of Ofsted inspections and Regulation 33 reports.

- Via training initiatives ensure that the professional standards of education and care service are delivered in compliance with any legislative requirements. Keep abreast of any legislative changes or northern**care** service development needs which may impact on training. In liaison with the Children's Standards Champion, advise the Senior Management team and Operational managers of any such changes and subsequent training strategies. .
- Liaise and work in partnership with your Training Coordinator Colleague to design a format for the analysis of all training which has been delivered across the organisation. Deliver the report for your area of responsibility, the report should be forwarded to the Senior Management team on a quarterly basis.
- Liaise and work in partnership with your Training Coordinator Colleague to agree an organisational communication pathway to ensure you are provided with evidence that training needs for individual staff are identified through the interview process and Personal Development Plans; have monitoring systems in place which provide evidence that all staff have individual training plans in place.
- In partnership with your Training Coordinator colleague design an Organisation Training Plan format. The plan should indicate what is being delivered, and whether this is via an External agency or internal personnel.
- Ensure that individual plans are transferred into the Organisational Training Plan for your area of responsibility. Ensure that the Organisational Plan drives forward training delivery; ensuring that regular updates are sought regarding any new members of a team, service changes, or changes in training requirements. The Organisation Training Plan should be regularly updated The plan should be delivered to the Senior Management team within a timescale which has been agreed with the Operations' Director
- In line with the Organisation Training Plan. In your area of specialism be responsible for the direct delivery of training in order to improve practice.
- In partnership with your Training Coordinator colleague, formulate and hold an internal directory which provides the names and details of employees who are able to deliver specific internal training in their area of specialism. Prior to delivery and to maintain a level of quality control ensure that all internal training elements have been evidenced within a training synopsis, detailing the training to be delivered its components and learning outcomes. Ensure that northern**care**'s standard template training certificate is utilised for all training delivered by internal employees. Ensure all internal training certificates are signed by the deliverer of the training and signed by the relevant Training Coordinator as the person who approved delivery of the training
- In liaison and partnership with the Participation and Projects Manager offer support in the development of appropriate training programmes and resources for young people, to include areas such as recruitment and selection, developing self-esteem,. Including training and development events and conferences for practitioners and young people and a range of thematic areas as identified within northern**care**'s Children's Participation Strategy. Agree on and ensure delivery of elements of training which are inclusive of professionals, children and young people.
- In liaison with the Children's Standards Champion identify any issues which have been raised through the Complaints system, which may raise training issues, for a home or school or for the organisation as a whole.
- To ensure any areas of concern and in particular those relating to safeguarding or child

protection issues are brought immediately to the attention of the Children's Standards' Champion and the relevant Service Manager.

- Have overall responsibility for the development and delivery of an effective and comprehensive induction programme. In partnership with your Training Coordinator colleague develop an effective Induction Package which addresses the mandatory training and other required elements of training for education and social care staff. Ensure that any initiatives that are already within the organisation and/ or agreements with external training providers are taken into account
- To remain constantly aware of the initiatives and advice from the Children's Workforce Development Council, changes in legislation or regulation, which may demand new training packages to be devised and delivered.
- Optimise the cost of the organisations training activities and ensure any external training services offer quality and value for money. Maintain a cost analysis report of any training to be delivered within your area of responsibility
- Devise and implement effective systems to evaluate the quality of all internal and external training provided. Provide documented evidence and submit on request.
- Ensure that all duties and responsibilities, and training which is delivered are performed and delivered in accordance with northern**care** Policies and Procedures
- Be aware of, and inform all relevant staff of training sessions which are being delivered by an external agency where an opportunity exists for northern**care** staff to participate
- In liaison with your Training Coordinator colleague: For those staff who are not working within operational services ensure that account is taken of any training programmes that they may be required to undertake, that this forms part of the Organisation Training Plan. Ensure that information is circulated to senior staff within Head Office of any relevant training that they may need to access and ensure where required this is organised.
- In partnership with your Training Coordinator colleague create an information sharing network to ensure coherent approaches and good practice are shared across the organisation

Requirements:

Represent the service in a professional manner at all times

Maintain professional development and knowledge.

Participate in training activities to meet the changing demands of the job or service.

Within your area of responsibility attend Cluster Meetings as requested or needed to consult and or inform.

Attend organisation meetings as required.

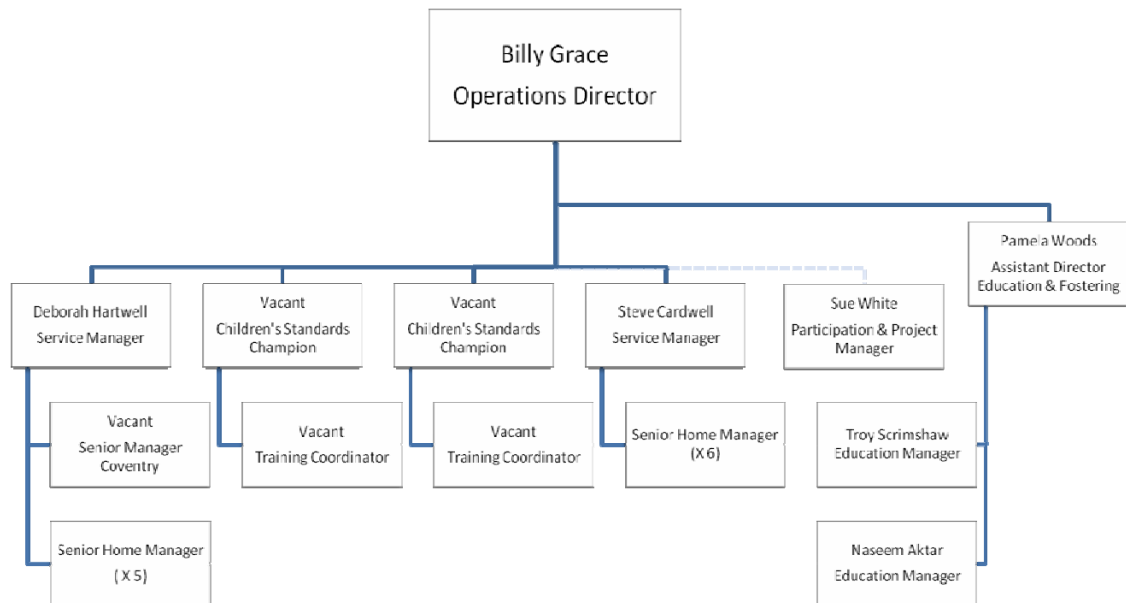
Provide relevant information or reports for the organisation: example, Senior Management team members, Directorate, Marketing, PQQs, Tenders (submissions to LAs). This list is not exhaustive.

Please Note

The post holder will be expected to continuously develop in their role. It is in the nature of the work of northern care that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken but which will be within their level of responsibility. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff. The post holder will be expected to continually develop in her/his role.

It is the responsibility of the post holder to comply with Health & Safety and Equal Opportunities requirements at all times.

Place in Organisation



Please Note-

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It is the responsibility of the post holder to comply with Health & Safety and Equal Opportunities requirements at all times.