

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Kent Enablement at Home  
**Grade:** KR8  
**Responsible to:** Operational Manager

**Purpose of the Job:**

To teach, assess and support all KEaH staff to meet their learning and development aims. Ensuring high quality, timely delivery of required training to meet key performance indicators, as directed.

**Main duties and responsibilities:**

1. Provide learner inductions in line with current requirements to for KEaH including Care Certificate, Safeguarding and Equality and Diversity. Adhere to all policies and procedures within KEaH.
2. Work closely with the Locality teams & Operational Managers within KEaH to identify training needs and develop appropriate interventions.
3. Creating relevant in-house training programmes and resources for staff
4. Develop resources for role specific training as required. Deliver teaching, learning and assessment activities to meet the requirements of KEaH.
5. Monitor all learners' progress and liaise with Locality Organisers, offering support to ensure learner retention, achievement, and progression.
6. Process all documentation accurately and meet timescales, as directed.
7. Maintain occupational competency in own and wider occupational areas, as relevant and agreed with line manager, through Continuous Professional Development.
8. Attend and contribute to monthly Locality team meetings and meetings called by management
9. Any other work required by management to ensure quality, maximise training opportunities, recruitment and achieve training requirements in line with CQC registration.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Trainer Kent Enablement at Home*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Key Skills/Functional Skills at Level 2 in English, Math, and ICT or equivalent.</li> <li>• Relevant occupational qualifications</li> <li>• Teaching qualification (PTTLS) or equivalent</li> <li>• Diploma Level 2/3 in Health &amp; Social Care</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Familiarity with various training methods and techniques</li> <li>• Experience in Delivering Training to Groups</li> <li>• Experience of teaching, learning and assessment functions.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to travel to meet the requirements of the service</li> <li>• Good communication and presentation skills</li> <li>• Well organised and self-motivated</li> <li>• Ability to operate media equipment, such as personal computers and Microsoft Teams</li> <li>• Excellent leadership skills and presentation skills</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of skill area (legislation regulations and standards)</li> <li>• Up to date knowledge of relevant qualifications</li> <li>• Up to date knowledge of Health and Safety, Safeguarding and Equality and Diversity</li> <li>• Understanding of CQC requirements</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding, and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>