



clearly at the centre of caring

Praxis Care Job Description

POSITION TITLE AND GRADE:	Training Instructor
LOCATION :	Lisburn Road, Belfast
REPORTING TO:	Training Manager
FUNCTION / DEPARTMENT	Staff Development Department

JOB PURPOSE / SUMMARY: Describe in **less than 6 lines** the reason for the job

To organise and facilitate staff development and training as an integral part of service delivery and contribute to the development of innovative, cost effective models of training responsive to organisational requirements and the needs of service users and staff.

KEY ACCOUNTABILITIES: Please enter **between 6 to 8 key accountabilities** of the role

1. To assist in the arrangement and delivery of training on Physical intervention and Personal Safety (MVA), Moving and Handling, First Aid and Infection Control and assist in the development of e-learning modules.

2. To assist in the systematic identification of staff development and training needs and the design of relevant documentation and multi-media presentations to support the company's training programme.

3. To define and agree objectives in relation to the development of physical interventions training and collaborate with staff development colleagues in courses covering all levels of physical interventions and challenging behaviour.

4. To ensure that training policies, procedures, guidelines and standards are adhered to and maintain and monitor standards of training in line with accrediting body and current national recommendation documents, ensuring baseline and post training evaluation of training programmes are maintained.

5. To develop and maintain effective and comprehensive communications systems to assist in the provision of professional support ie advice, guidance and support to staff and managers.

6. To monitor and control the use of resources within agreed budget levels and expenditure as appropriate within authority limits.

REQUIREMENTS OF THE ROLE:

- You will be required to be involved in the company performance management process and to lead staff reviews within your team
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

ORGANISATIONAL STRUCTURE



	DIRECT / INTERNAL	INDIRECT / EXTERNAL
BUDGET	0	0
STAFF		
LIAISON & INFLUENCE	<ul style="list-style-type: none"> Trainer and Instructor colleagues, Students eg standards of performance of course participants Line Managers and staff eg professional advice and support 	<ul style="list-style-type: none"> Maintains and monitors standards of physical intervention in line with accrediting body and BILD Code of Practice

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING QUALIFICATIONS	<ul style="list-style-type: none"> Professional qualification in Social Work, First Level Nursing (RNLD, RMN, RGN), Occupational Therapy AND 1 year's paid employment working with adults/children with learning disabilities or mental ill health OR NVQ Level IV in Health & Social Care/QCF Level 5 Diploma in Leadership for Health & Social Care AND 2 year's paid employment working with adults/children with learning disabilities or mental ill health OR 3 year's paid employment working with adults/children with learning disabilities or mental ill health Willingness to obtain recognised qualification as MVA Trainer Willingness to obtain a recognised qualification as First Aid and Manual Handling Trainer 	<ul style="list-style-type: none"> English O level/GCSE at Grade C or above Qualification in Training in MVA Qualification in Training in Manual Handling FAW Qualification
EXPERIENCE	<ul style="list-style-type: none"> Participation in staff training activities Knowledge of group interaction and processes Knowledge of a range of techniques for managing behaviour which challenges Knowledge of planning and evaluation processes 	<ul style="list-style-type: none"> Experience in the design and delivery of training programmes Experience in delivery of MVA Training
SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> Highly developed oral and written communication skills and the ability to translate thinking clearly to others Excellent organisational and planning skills 	

	<ul style="list-style-type: none"> • Creative and analytical approach to problem solving • Strives for continuous improvement • High degree of initiative and ability to work independently • Assessment and recording skills • Skilled in the use of computer technology 	
ATTRIBUTES	<ul style="list-style-type: none"> • High personal integrity • Highly driven and energetic in approach to getting things done • Constantly strives for excellence 	

DECISION MAKING AUTHORITY	RECOMMENDATION TYPES AND LEVELS
<ul style="list-style-type: none"> • Ability to make low - medium level decisions within parameters of projects/work already agreed with Training Manager/Assistant Director • Can exercise control of training resources within agreed budget limits and expenditure as appropriate within authority limits. 	<ul style="list-style-type: none"> • Can recommend objectives in relation to the development of physical interventions training to Training Manager/Assistant Director. • Can recommend courses of action to managers and staff within own area of expertise and knowledge eg advice guidance and information.