

JOB DESCRIPTION

Job Details	
Job Title:	Education and Professional development Lead
Band:	Band 7
Department:	Education & Research
Directorate:	Care Services Directorate
Reporting to:	Education + Development Manager
Responsible for:	Line management within the education team
Location	Dorothy House, Winsley based, however will be required to travel across the geographical patch as needed

Job Summary / Main Purpose:
<ul style="list-style-type: none"> • Understand the value of enhancing quality of care for our patients and their families through education. • Lead on the design and delivery of learning and development programmes and interventions across the workforce, and work alongside the other members of the education team to support the organisation to promote a strong culture of learning and development. • Working with the current members of the education team to ensure delivery of a robust evidence-based education package for internal and external participants, including accredited programmes with local Higher Education Institutions (HEIs). • Represent the Education team and Dorothy House to build and foster external partnerships with HEIs, and health and social care organisations in the local region and beyond.

Principal Duties and Responsibilities

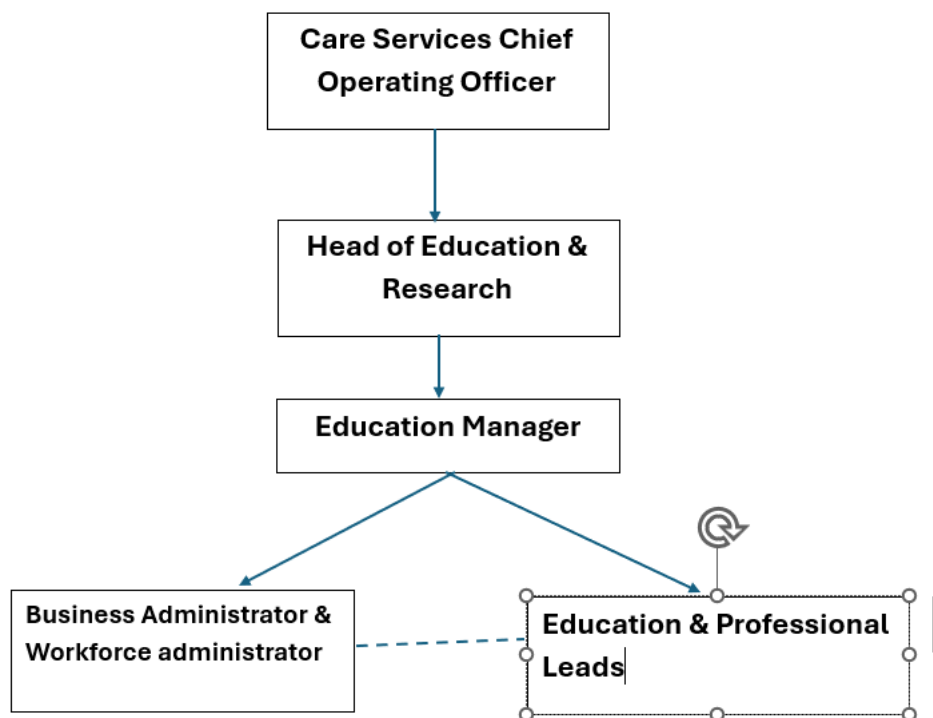
You will be located within the education team; the duties and responsibilities will include:

- Research, develop, and implement educational projects aligned with the Education and Workforce strategies, Leadership Framework and Organisational Core Competencies.
- Build training programmes, sessions, support programmes and resources from the initial idea through to planning, implementation, review, and impact and outcomes analysis.
- Establish, embed, and deliver a structured programme of training and activities to optimise learning across the organisation utilising one-to-one training and support, drop-ins, and collaborative working groups as appropriate.
- To lead the design, provision and evaluation of essential role and clinical skills programmes to support the delivery for all clinical teams/services working across Dorothy House.
- Facilitate the creation of positive learning environments where staff development is encouraged and supported.
- Collaborate with departmental managers to create and enhance learning opportunities for staff and volunteers, in particularly around leadership and resilience.
- Integrate wellbeing strategies within all teaching and learning, to address anxiety and other barriers to understanding which can exist alongside knowledge and skill acquisition and new ways of working.
- Devise, deliver, and evaluate a range of education and training events, both internally and externally, using diverse teaching and learning approaches.
- Work with less experienced facilitators from across the workforce and develop a robust training programme that improves the confidence of the workforce in developing training or presenting at conferences.
- Wide knowledge and experience of training and working alongside people with diverse educational needs.
- Oversee the planning, delivery, and evaluation of Higher Education Institution (HEI) contracted programs. Contributing also to the teaching and assessment of students. This includes teaching at master's level. This will be done in a team of educators supported by the appropriate university link programme lead.
- Contribute to the evaluation of teaching and learning, using evidence-based tools to maximise feedback and utilise relevant research to inform practice
- Identify and support the creation of educational and learning strategies, policies, and procedures to ensure they are current and responsive to staff needs and patient care requirements, and in line with organisation strategic goals.
- Implement sustainable support and supervision systems for mentors and supervisors, ensuring the supervision policy is effectively embedded into practice.
- Evaluate own teaching input and actively participate in quality assurance

evaluation and audit.

- Knowledge of the Education strategy and contribute to its development and roll out across the organisation, being an active member within the team meetings and the wider workforce meetings.
- Undertake required statutory and mandatory training, actively participate in the Personal Development Review process.

Structure Chart:



Key Relationships

- Head of Education & Professional Practice
- Education & Research Team members
- Heads of Departments, staff, and volunteers of Dorothy House across the workforce
- Staff in external health and social care organisations
- HEI's, BSW and other key stakeholders

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers, and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse, and neglect. We work in an open and transparent way and encourage staff, volunteers, patients, and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Person Specification –

Criteria	Essential	Desirable
Degree or proven experience in people development, or equivalent training / facilitation qualification.	X	
Experience working with both non-clinical and clinical teams, working in a Health or Social Care environment.	X	
Demonstrate a good understanding of Palliative and End of Life care.	X	

Experience of teaching a range of health and social care practitioners, including both non-registered and registered staff, including teaching at master's level	X	
Proven experience of designing, implementing, and evaluating teaching and learning activities.	X	
Understand diverse learning needs and be able to adapt teaching methods and resource material to meet different learning styles.		X
Effective written and verbal communication skills, with the ability to engage diverse audiences.	X	
Able to work independently, reflect on your work, and keep your knowledge and skills up to date with current evidence-based training.	X	
Have a record of effectively managing staff from a range of background and volunteers.		X
Experience in facilitating group discussion and using reflective tools to enable peer feedback.		X
Proficiency in evaluation to be able to measure impact of teaching and present this feedback to the wider team, to ensure training is fit for purpose.		X
Proficiency in giving written and verbal feedback to all learners.		X