

**Creative Support Ltd, Head Office**

Wellington House

131 Wellington Road

Stockport

SK1 3TS

Tel: 0161 236 0829

Fax: 0161 237 5126

recruitment@creativesupport.co.uk

www.creativesupport.co.uk

Health and Social Care Assessor/Trainer
South & Midlands Area**Reference: 86350**

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 18 July 2025

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department**All candidates are subjected to enhanced DBS checks.**

JOB DESCRIPTION – HEALTH AND SOCIAL CARE ASSESSOR/TRAINER

South & Midlands Area

Accountable to: Vocational Centre Manager/Head of Engagement & Learning

The Role:

In conjunction with the Vocational Qualifications Centre Manager, Head of Engagement & Learning, the Training Team and key managers, you will develop and participate in training and employee development programmes relating to service provision in adult care.

The post holder will assess and support a caseload of Health and Social Care Diploma Learners in a variety of different settings and levels according to roles, in Health and Social Care and associated subject matters, Levels 2 to 5.

As part of a fast-paced team and as an independent, self-directed practitioner, you will inspire and develop a workforce focused initiative to enhance the skills and knowledge of the social care workforce.

Main Responsibilities/Duties

1. To write and develop assessment plans relating to social care in accordance with national occupational standards at levels 2, 3 & 4.
2. To provide support to learners completing vocational qualifications and in meeting targets for timely achievement as agreed with the line manager.
3. To agree, in negotiation with the learner and other relevant personnel, an appropriate individual learning plan to meet diverse learning needs.
4. To participate in guidance and support related to the learner's acquisition of knowledge-based evidence.
5. To ensure that social care assessments and accompanying underpinning knowledge of skills programmes are linked to the National Care Standards and the QCA Code of Conduct.
6. To provide advice and practical assistance where appropriate to learners, managers and other key staff, and to support those learners with additional learning and support needs.
7. To internally quality assure other assessors' work if qualified. If not qualified, then to commit to training required to be able to take part in internal quality assurance.
8. To manage a caseload of learners and to ensure that targets are met for completion of the qualifications and that learners are supported appropriately.
9. To carry out progress reviews with learners to support and identify learning needs.
10. To support all staff and managers within services with assessment and support for the care certificate and induction process.

Service Development

11. To monitor and report learner progress in accordance with established recording systems.
12. To publicise and promote staff development and training initiatives to staff working within the organisation
13. To attend standardisation and team meetings. Participate in and support the annual self-assessment process and quality improvement plan.
14. To contribute to the work of identifying staff development needs in line with qualification requirements.
15. To assist in developing and facilitating monitoring and evaluation procedures.
16. To ensure the assessment process addresses issues of quality and actively promotes anti-discriminatory practice and equal opportunities.

Administration and Communication

17. To provide regular written and verbal reports regarding own work and progress of the learners to line manager.
18. To use the electronic portfolio system in place and ensure it is up to date and support learners in the use of their portfolio online.
19. To carry out all other administrative tasks as required by the role.
20. To maintain records of learners' progress and to collate and analyse data from records as required.
21. To maintain confidentiality at all times, in accordance with the agreed policy. To work in line with GDPR and Information Governance guidelines to promote these principles with all staff you come into contact with.

Other Duties

22. To accept regular support and supervision from Line Manager
23. To carry out all work in a manner consistent with the aims and principles of Creative Support.
24. To comply with and to implement the Equal Opportunities Policy of Creative Support.
25. To identify own training needs in discussion with Line Manager and to attend training events and courses as required.
26. To observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
27. Any other duties as required.

PERSON SPECIFICATION – HEALTH AND SOCIAL CARE ASSESSOR/TRAINER

South & Midlands Area

	QUALITIES REQUIRED	How Assessed	Essential/ Desirable
1.	Experience of working with people with a diverse range of support needs including mental health/learning disability needs or older people – minimum 3 years' experience.	Application & Interview	Essential
2.	A relevant professional qualification within social care (e.g. NVQ 3 or above, RMN, DipSW, Diploma)	Application & Interview	Essential
3.	Assessment qualification (e.g. D32/D33, A1/A2 or TAQA awards) Learning and Development qualification (PGCE, PTLLS, CTLLS, DTLLS, AET)	Application & Interview	Essential
4.	Holds an IQA qualification (D34/V1/IQA)	Application	Desirable
5.	Knowledge of Health and Social Care policy and legislation.	Application	Essential
6.	Knowledge, ability and experience of delivering and developing assessment processes and qualifications, including levels 4 and 5 Health and Social Care leadership in adult care.	Application & Interview	Essential
7.	Excellent verbal communication skills.	Application & Interview	Essential
8.	Excellent interpersonal skills and emotional intelligence.	Application & Interview	Essential
9.	Good interviewing skills.	Application & Interview	Essential
10.	Excellent assessment and presentation skills.	Application & Interview	Essential
11.	High standard of written communication skills.	Application & Interview	Essential
12.	Ability to present training information using various formats.	Application & Interview	Essential
13.	Ability to present training information using various formats.	Application & Interview	Essential
14.	To present training sessions professionally and competently.	Application & Interview	Desirable
15.	Ability to compile and maintain information systems.	Application & Interview	Essential
16.	Ability to keep effective and appropriate records in various formats	Interview	Essential
17.	Ability to work flexibly/adapt to changing situations.	Interview	Essential
18.	Understanding of the aims and principles of Creative Support and staff development programmes.	Interview	Essential
19.	Understanding of the Equal Opportunities policies adopted by Creative Support.	Application & Interview	Essential
20.	Understanding of the requirements of Awarding Bodies.	Application & Interview	Essential
21.	Experience of liaising with a wide range of agencies/groups.	Application & Interview	Essential
22.	Experience of co-ordinating and planning the provision of training.	Application & Interview	Essential
23.	Experience of enabling others to learn.	Application & Interview	Essential
24.	Experience of identifying learning needs and developing appropriate strategies.	Interview	Essential

25.	Experience of organising and prioritising own work.	Interview	Essential
26.	Knowledge of National Occupational Standards, Skills for Care, HCPC and CQC requirements ensuring that training sessions meet with national occupational standards.	Application & Interview	Essential
27.	The ability to deliver all aspects of an occupational programme including functional skills qualifications if necessary.	Application & Interview	Desirable
28.	Willingness to work flexible hours, which may occasionally include some evening and weekend work according to the needs of the service.	Application & Interview	Essential
29.	Willingness to attend training courses and events.	Interview	Essential
30.	Ability to demonstrate a high degree of self-motivation and commitment.	Interview	Essential
31.	Willingness to participate in regular supervision with Line Manager.	Interview	Essential
32.	Car Driver/Owner with a clean driver's licence.	Application & Interview	Desirable
33.	Ability and willingness to travel, which may occasionally include overnight stays as required, to facilitate vocational training at various sites.	Interview	Essential

TERMS AND CONDITIONS – HEALTH AND SOCIAL CARE ASSESSOR/TRAINER

South & Midlands Area

Salary:	Up to £28,119.00 per annum	
	Point One:	£26,059.82 per annum
	Point Two:	£27,037.50 per annum
	Point Three:	£28,119.00 per annum
Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month.</i>		

Hours of Work:

Full time or part time to be worked flexibly to meet the needs of the service. Minimum of 22.5 hours per week.

Holidays:

25 days plus 8 statutory days pro rata.

Birthday Holiday Bonus:

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period, you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period, you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows: -

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty-four months service - Up to a maximum of four weeks at full pay.

- Twenty-Four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6-month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust, a tax efficient way of donating a regular basis to any of the registered charities either large or small.

WeCare Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.