

## Job Description

<b>Job title</b>	Regional Learning Partner – Safeguarding Team Leader	<b>Job family</b>	Learning and Development
<b>Reporting to</b>	Specialist Learning Development Manager	<b>Job code</b>	
<b>Location</b>	Remote – frequent travel required	<b>Evaluation Date</b>	

### Job Purpose

To lead the Regional Learning Partners in order to ensure that the business has the support required to achieve excellent standards in agreed areas of Learning.

“To deliver effective support and inspire those around us by being learning experts, encouraging creativity and kindness in all that we do.”

### Responsibilities

1. To lead a team of Regional Learning Partners. This will include conducting performance development reviews/one-to-ones/observe delivery of training and arranging regular team & standardisation meetings. Regular updates to be provided to the Specialist Learning Development Manager.
2. Co –facilitate group Supervisions with the Head of Safeguarding & Named Nurse for Safeguarding – Frequency to be determined by the demands of the business.
3. Attend any Meetings related to Safeguarding training with the Specialist Learning Development Manager when required.
4. Ensure the team members are up to date with their knowledge in relation to any changes to legislation & priory polices with support from the Specialist Learning Development Manager
5. Ensure all RLPs are delivering a consistent Safeguarding programme in line with the current legislation/National Guidelines and Priory’s policies and procedures. Continue to update your own Safeguarding knowledge as part of your Performance Development review.
6. Deliver Combined Safeguarding training across different platforms (mainly virtual classrooms) as agreed with your Line Manager and Current demands.
7. Oversee any projects undertaken by the team liaising regularly with the Specialist Learning Development Manager & Head of Learning & Development.
8. Maintain relationships with key stakeholders within the business in conjunction with the Specialist Learning Development Manager to ensure training material is updated in accordance with Legislation guidance and Priory Policy.
9. Support with data reporting by utilising our Learning Management System (LMS) data on compliance and non-attendance for the L&D team & Safeguarding committee
10. Proactively escalate any ongoing Non Attendance issues with the Specialist Learning Development Manager and the Operations team
11. Attend regular L&D team meetings, either face-to-face or via Zoom.
12. To be the team’s First Point of contact to escalate any Safeguarding concerns in respect of participant knowledge, understanding and involvement and provide feedback to the relevant management teams & Group Designated Nurse for Safeguarding as required.
13. Ensure company policies are adhered to, including but not limited to:
  - Behaviours and Values
  - Health & Safety, Remote/Home Working, Working Alone, Driving for Work etc
  - Expenses

- GDPR/Data Protection/IT Security

### Knowledge / Education / Skills & Experience

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
Completed the Advanced Safeguarding Lead Training within the past 2 Year		✓
Knowledge of variety of different Learning Methods		✓
Knowledge of both Safeguarding Adults & Children	✓	
Knowledge of Mental Capacity Act	✓	
<u>Skills and Abilities</u>	<u>Essential</u>	<u>Desirable</u>
Planning and organisation skills	✓	
Able to multitask, prioritise, and manage time efficiently	✓	
Natural Team Player	✓	
Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)	✓	
Basic Project Management Skills		✓
Ability to assimilate and analyse data to organise training effectively	✓	
Develop and maintain Safeguarding training resources	✓	
An autonomous self-starter who will take ownership for a diverse role and use initiative	✓	
The ability to network with others & develop and maintain positive relationships	✓	
The ability to motivate a team and lead by example	✓	
Articulate with good interpersonal skills and clear communication with all levels including Management	✓	
Must be able to travel occasionally. Overnight stay may be required on occasion	✓	
Full DBS Check	✓	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>

Experience of design and delivery of training workshops using electronic, technological and traditional styles whilst presenting, facilitating and coaching.	✓	
Experience using a Learning Management System		✓
Experience of working remotely and building relationships with people at all levels across the business.		✓
Experience of Leading a Team		✓
Coaching and Mentoring Experience		✓
Previous experience of training design and delivery at operational level ideally within Health or Social Care environments		✓
Minimum of 1 Years' experience delivering training		✓
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent with a recognised training qualification/experience.	✓	
Train the Trainer Certificate		✓
Other qualifications relevant to the Health and Social Sector		✓

**Working Environment**

This is a remote role where you will be based at home but required to frequently travel to our central People Team Office based in Leicester for monthly L&D team meetings.

There may be occasions where you will be expected to travel to various with the Specialist Learning Development Manager with our stakeholders representing the L&D Function for any updates in relation to Safeguarding Training. There may also be occasions where face to face Safeguarding training delivery is required across our services.

The role holder must therefore have a current full UK driving licence, covered for business use on own motor vehicle.

**Safeguarding**

All Priory Group colleagues have a responsibility to safeguard the individuals we care for, these may be adults and children or individuals connected to the people Priory Group supports.

Colleagues must ensure they are aware of the local child and adult safeguarding policies and procedures in their service, in addition who to contact within the Local Authority Safeguarding Team for further advice.

All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas.

## Upholding the Company Behaviours

Demonstrate in this section how the role will evidence and support the Company Behaviours

Behaviour	Responsibility to evidence
Putting People First	<ul style="list-style-type: none"> <li>• Puts the needs of our service users above all else by developing colleagues to be better</li> </ul>
Being Supportive	<ul style="list-style-type: none"> <li>• Support our colleagues, our service users and their families when they need us most</li> <li>• Demonstrates loyalty to colleagues, manager and team</li> </ul>
Acting with Integrity	<ul style="list-style-type: none"> <li>• Is honest and respectful in all interactions with colleagues and customers</li> <li>• Demonstrates emotional control</li> <li>• Ensures accurate recording of any transactions and interactions on all company documentation</li> <li>• Challenges poor performance and behaviours</li> </ul>
Being Positive	<ul style="list-style-type: none"> <li>• Promotes the company in a positive way at all times</li> <li>• Strives for positive outcomes, especially when times are challenging</li> </ul>
Striving for Excellence	<ul style="list-style-type: none"> <li>• Always puts service quality first</li> <li>• Shares and encourages innovation</li> <li>• Keeps on top of new developments in the sector</li> </ul>