

Practice Design and Quality of Life Lead

Service: Health and Wellbeing
Responsible To: Director for Health and Wellbeing
Salary:

Job Purpose

The post holder will work alongside other members of Health and Wellbeing to develop and deliver the strategy, specifically with a focus on training on Quality of Life and will mentor staff who are progressing through the BTEC/Diploma PBS training.

Main Duties

Strategic Leadership & Service Development

- Maintaining the strategy across Quality of Life which includes training, workforce development and reporting tools to effective monitoring.
- Tracking objectives and ensuring that these are met throughout their time in post.
- Reviewing and maintaining reporting mechanisms so that progress can be tracked.
- Ensuring that all individuals who need one have a PBS or Quality of Life plan that is robust, needs led and supported by functional assessment where necessary.
- Providing training and support for staff to embed Quality of Life approaches.
- Liaise with members of the Quality of Life team and Health and Wellbeing team to develop policies, standard operating procedures and to share evidence-based practice.
- Ensuring that data analysis and reporting to inform people we support/carers/parents/families and external agencies is of high quality.
- Identify potential and actual safeguarding concerns and report them to the Support/Operational Manager ensuring each person is safe and protected from any form of abuse at all times.
- Maintain efficient and up to date records for all assessments and interventions and produce relevant professional reports as required.

Clinical Service Development and Support

- Deliver Quality of Life training, person specific training, and coaching, alongside other qualified trainers, if needed.
- Support the Restrictive Practice Reduction agenda through a data informed/quality of life approach in line with the 6 core strategies set by the RRN.

- Support a needs analysis for each person we support in relation to quality of life and determine the level of support needed.
- If needed, support with data analysis & debrief, sharing best practice and lessons learned.
- Ensure the rights of people we support are promoted and respected at all times in line with the Human Rights Act, Mental Capacity Act and Deprivation of Liberty guidelines and the Foundation's policies and procedures.
- Support, coach, and develop skills of colleagues to use person-specific strategies.
- Promote safe, ethical and respectful risk management strategies for people, complete relevant risk assessments and comply with relevant policies and requirements, including recording and reporting.
- To ensure training resources continue to be up to date and accurate
- To assist the Health and Wellbeing teams in their work with individuals using a range of approaches that suit peoples needs and follow the outlined Quality of Life Frameworks

People Leadership & Culture

- Provide effective leadership to an established staff team, acting as a positive role model, communicating effectively, and listening to and recognising different perspectives.
- To oversee line management of the Quality of Life staff team, and directly line manage to ensure supervision, support, appraisals, training, are carried out to support continuing professional development
- Oversee the management of staff attendance, including wellbeing support, recording absence, conducting return to work and formal attendance meetings where necessary, with HR support.
- To facilitate team meetings, briefings to support learning and cohesion.
- Take responsibility for implementing Foundation HR policies, including Capability, Disciplinary, Grievance, and Investigations, with HR support.
- To foster a positive, inclusive, and values-led culture where staff feel supported, respected, and motivated to deliver high quality, safe and dignified care.
- To promote a safeguarding culture within the home, ensuring that people are protected from abuse and neglect and that concerns are reported and managed effectively.

Collaboration & Partnership Working

- To act as a liaison and build strong partnerships with families, advocates, commissioners, and external professionals to promote joined-up, person-centred support.
- To represent the Foundation with professionalism and integrity at local forums, professional networks, and partnership meetings.
- Work in partnership with people we support, colleagues, families and other professionals to develop/implement effective Quality of Life plans.
- Develop and maintain excellent communication with colleagues, families and others professionals and outside agencies.

Flexible Service Delivery

- To adapt flexibly to the changing needs of people and the service, embracing innovation and new approaches to improve quality of life.



Person Specification

Essential Criteria

Skills and Knowledge

- Excellent written/verbal communication skills with the ability to communicate confidently across all levels.
- Excellent organisational skills
- Excellent I.T. skills and innovation through digitalisation
- Knowledge of working with adults with disabilities
- Knowledge of CQC standards
- Understanding Quality of Life Frameworks and Positive Behaviour Support.
- Understanding legal frameworks relevant to the role, e.g. Mental Capacity Act (2005), DOLS
- The ability to complete assessment tools and write reports to understand a persons needs to a high standard
- Experience in conducting assessment and developing, implementing and evaluating support for people
- Experience of development and delivery of training, ideally related to Quality of Life
- Desire to keep up-to-date with research findings through literature review, attendance at conferences and Special Interest Groups
- Ability to carry out functional assessments as and when required
- Experience of working within services to embed Quality of Life practices including PBS practices when appropriate and increase adherence to the plans put into place
- Direct support experience with people who have disabilities who communicate their needs through their actions and may become distressed
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Qualifications and Training

Hold or working towards a formal qualification (within 2 years) related to Behaviour Support such as:

- BSc in Intellectual and Developmental Disabilities or equivalent
- MA in Trauma Informed Practice
- MSc in Autism Studies, PBS Graduate Diploma
- PBS/ Reducing Restrictive Practice BTEC Level 5 (advanced professional Diploma)

Experience

- Effectively Managing and leading a team within Health and Social Care or disability setting
- Delegating workloads and responsibilities
- Managing conflict
- Coaching and mentoring a team.

Personal Qualities

- Able to work on own initiative
- Confident to communicate effectively with staff, families, carers and social care professionals
- Flexible, enthusiastic, committed
- Good team member
- Caring and empathetic
- Takes responsibility for actions, decisions and outcomes.
- Ability to remain composed and professional during challenging situations. Ability to adjust leadership approach to suit different situations and people.
- Excellent interpersonal skills
- Excellent communication skills – both verbal and written
- Excellent recording and reporting skills
- Proven ability to plan effectively and differentiate to meet peoples needs.
- Commitment to participate in continued professional development (CPD)
- Commitment to provide relevant training for colleagues.
- Well-developed organisational and self-management skills.
- Ability to prioritise and manage a varied workload
- Able to work independently and in a multi-disciplinary team.

Other Requirements

- Ability to work flexibly.
- Ability to adapt to change.
- Ability to make sound, evidence-based decisions, often under pressure.
- Ability to network and build and maintain relationships with social care professionals and families.

Desirable Criteria

Qualifications and Training

- Level 3 Team Leader/Supervisor qualification
- Recognised/accredited PBS/trauma informed qualification

Experience

- Safeguarding referrals/procedures

Other Requirements

- Ability to adapt in response to changing priorities and environments.



Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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