

Programme Manager

Service: Hedley's College
Responsible To: Deputy Principle
Salary: Points 32 to 35

Job Purpose

To take the lead on the efficient and effective management of their individual additional responsibilities to ensure the delivery of high-quality specialist provision that produces successful outcomes for learners. To work collaboratively with the leadership team to develop, manage and implement the integrated curriculum. Plan, prepare and deliver high-quality programmes and activities to act as an exemplary example of good practice for Tutors. Provide additional pastoral lead for a group of students requiring extra support building strong working relationships with families and external professionals. Lead the programme team ensuring high standards of assessment, teaching, learning and support are met and to ensure the learner/journey is delivered. Support legal requirements for health and safety, safeguarding and equality and diversity.

To take specific responsibility for researching and linking with external partners to support excellent curriculum delivery for example music and art therapy services. Provide support to Tutors specifically teaching in the following Programme areas - Immersive Programme, Communication and Choices and Towards Independence

To play a key role in sharing of good practice and expertise using your own specialist knowledge and take a lead in the daily operational functions to support a busy, ambitious specialist further education college.

Main Duties

- Review the education curriculum and annual programmes of activities checking for high quality and well-resourced activities where differentiation has been incorporated
- Lead a team in the delivery of their sessions/activities
- Promote and develop a meaningful curriculum and activities that the students can fully partake in suited to their level of ability and support requirements
- Assist the leadership team in an annual self-assessment report that will lead the service in future developments
- Co-ordinate the recording of students progress, engagement and achievement of outcomes set in collaboration with families, SEND case workers, social workers and care managers
- Chair annual review meetings and any other MDT meetings required
- Foster, develop and maintain effective communication systems between the teams, students, families and associated professionals

- Work with therapists and specialists to meet student needs and funding requirements
- Deliver sessions and activities as directed by the leadership team
- Provide regular reports on their responsibilities through operational meetings, progress against QIP and support regular course review and evaluation
- Ensure health, safety and welfare of staff and learners and to take an active role in promoting equality and diversity
- Commitment to being part of wider networks such as Natspec and their connected services



Person Specification

Essential Criteria

Skills and Knowledge

- Excellent written, presentation, communication and numeracy skills
- Good organisational and administration skills
- Able to work effectively as an individual and as part of a team
- Motivation of self and others
- Able to work under pressure and meet deadlines
- Able to meet the challenges of working with young people whose needs are complex
- Knowledge and skills in the use of ICT
- Experience of planning activities that can meet a wide range of needs
- Evidence of the ability to manage support staff
- Able to deliver successful outcomes for students and service users
- Working knowledge of H&S, Safeguarding and E&D
- Able to write high-quality reports
- Able to monitor and analyse data
- Able to manage a team of people including resources
- Able to problem solve and maintain a positive attitude
- Knowledge and understanding of timetabling for individuals and groups with diverse needs
- Experience of delegating tasks and leading a team effectively

Qualifications and Training

- Educated to Degree Level or equivalent experience.
- English and maths at Level 2 or above e.g GCSE grade A-C
- Evidence of recent commitment to continuous professional development
- Training in use of NAPPI or relevant techniques to manage behaviour
- Specialist practical or subject skills that support the delivery of the Hedleys College Curriculum

Experience

- Experience of working in a support setting with people with complex needs and associated behaviour that can challenge
- Experience of working with people with disabilities
- Knowledge and understanding of person-centred approaches
- Evidence of designing and implementing highly effective learning activities
- Experience of managing a budget and resources
- Experience of multi-disciplinary working and approaches
- Able to carry out risk assessments

Personal Qualities

- Ability to work independently and manage own workload

- Capacity to adapt to changes in role and in profile of students
- Commitment to achieve agreed targets and work objectives
- Commitment to own personal development
- Approachable with excellent communication skills to share good practice
- A good listener with empathy to support others

Other Requirements

- Full, clean driving license with business insurance on own vehicle (if driver)

Desirable Criteria

Skills and Knowledge

- A minimum of 3 years experience planning and leading programmes to meet individuals care and support plans
- Experience of working with a range of external professionals for example care managers, social workers, PBS teams, Psychologists

Qualifications and Training

- Evidence of demonstrating an understanding of the need to person centre plan for Positive Behaviour Support (PBS) strategies

Experience

- Evidence of ambition and high aspirations for young people with disabilities

Other Requirements

- MIDAS trained or willingness to undertake training

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.



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