Learning and Care Manager

Service:	Hedley's College
Responsible To:	Principal
Salary:	Points 22 - 25

Job Purpose

- To provide leadership and management of Support Staff. This includes daily management of the staff within service; e.g. HR requests, absence management, training and budget requests, timetabling and deployment
- To ensure the delivery of high quality care and support to users in accordance with the Percy Hedley Foundations vision, mission and core values.
- To support the leadership team within the service.
- To be part of the Operational Leadership Team

Main Duties

- To have management responsibility for learning support assistants to ensure that they deliver the quality of care and support which is effective to meet the needs of students to a high standard.
- To have overall responsibility to ensure that there is a flexible staffing resource and that staffing allocations promote the health, well-being and engagement of students. Including the allocation of staff at break periods.
- To take an active role in the Operational Leadership Team, attending meetings as required both internally and externally.
- To have a role in the assessment and introduction of new students ensuring that their needs can be met and contributing to their support plans.
- To participate in the annual performance review cycle as a reviewer, setting targets which link into the service and therapy department development plans. Including probationary reviews for new members of staff.
- With HR, monitor staff well-being and morale and act appropriately and in a timely manner to support where required.
- To conduct return to work meetings with support learning support assistants in line with Percy Hedley Foundation HR guidelines ensuring the relevant documentation is completed
- Maintain accurate records for staff.

- To work effectively with the leadership team and staff, acting as a key link to support staff alongside to integrate new policies and developments into their daily practice and effectively manage change.
- To take a lead in the recruitment of new support staff in collaboration with senior leadership.
- To take a lead in the induction programme for new staff including managing the probationary period.
- To be aware of and adhere to all policies and plans relating to the post and to develop and monitor policies as needed.
- To monitor equipment, maintain safety and request new stock as needed.
- To ensure staff are trained to be able to deliver the highest standard of care at all times.

Person Specification

Essential Criteria

Skills and Knowledge

- Excellent written, presentation, communication and numeracy skills
- Good IT 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
- Evidence of the ability to manage support staff
- Able to problem solve and maintain a positive attitude
- An ability to create, sustain and develop team working
- A knowledge of setting up and operating rota systems with staff

Qualifications and Training

- English and maths at Level 2 or above e.g GCSE grade A-C
- Training in use of NAPPI or relevant techniques to manage behaviour

Experience

- Experience of working with adults/young people with disabilities
- Able to carry out risk assessments
- Leadership and Management experience
- Experience of training and inducting new staff
- Able to lead and to manage change, showing empathy to the various stakeholders

Personal Qualities

- Ability to work independently and manage own workload
- Commitment to achieve agreed targets and work objectives
- Commitment to own personal development
- Calm and measured approach.
- Show a proven commitment to the development of all staff

Desirable Criteria

Skills and Knowledge

- Specialist subject knowledge and skills in English and Maths

Experience

- Experience of allocation of support staff across a diverse workplace.
- Experience in completing staff rota's

Other Requirements

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

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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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.