



MacIntyre
Academies



**Head of Care /
Registered Manager**
Endeavour Academy, Headington, Oxford

Recruitment Pack

Head of Care / Registered Manager

Job Title:	Head of Care
Salary:	Grade H-K £41,277.60 - £57,199.63* + £1,000 discretionary regional allowance
Location:	Headington, Oxfordshire
Closing Date:	Monday 17 th June 2024
Hours of Work:	38 hours per week
Interview Date:	TBC
Relocation:	Package can be available for the right candidate
Reference No(s):	000000230

*Salaries are FTE and dependent on experience and qualifications

MacIntyre Academies Trust is passionate about providing children and young people with life-changing education and support which enables them to build skills for life, achieve exceptional outcomes regardless of their starting point and build lifelong memories. The Trust runs 4 special schools and one children's home.

The Trust is part of the MacIntyre Care Group, a national charity founded in 1966 by a father, Ken Newton Wright, who wanted to ensure that disabled children could live and learn in an ambitious, child-centered and nurturing environment. Over 50 years later, this ideology remains at the heart of everything we do.

Endeavour Academy was opened by the Trust in 2014, it consists of a Endeavour School and an on-site residential home, Endeavour House. Endeavour Academy is for children and young people with autism and moderate or severe learning disabilities. The School and the House have separate leadership structures which work in close partnership, with some roles which work across both settings.

Endeavour House provides 6 permanent placements and 5 short break places used for respite provision. Since opening in 2014 the children's home has had a strong track record in OFSTED judgements, with the more recent history presenting some challenges and opportunities for development. As the home approaches its 10th anniversary we are looking for an exceptional leader to take the home through the next chapter and drive forwards improvements.

The Role

As Head of Care (Registered Manager) you will have overall responsibility for the management, leadership and direction of the children's home. You will work with the support of the Responsible Individual and the Trust Central Team.

The role will be busy and varied and you will take the operational lead for all safeguarding matters. You will also be responsible for training and supervision. You must be willing to go above and beyond for the children and young people, ensuring that they have a positive experience of childhood that they can reflect upon and carry with them into adulthood.

You will work in close partnership with the Principal and senior leadership team of the on-site school to ensure continuity of provision across the school and the home and the development of the 24-hour curriculum.

About You

You will be an inspirational and driven leader, with a strong track record of people management and 'taking a team with you'. You will not be shy of a challenge, you will be innovative and solution focused. You will be passionate about team development and an experienced coach and mentor.

You will have significant experience of working in a residential childcare setting, and you will have previous management experience. You will have a commitment to delivering high quality care according to OFSTED regulations. You will also have a good understanding of SCCIF guidelines to help focus on the things that matter most to children's lives.

You will have some in-depth knowledge of have Autism and Severe Learning difficulties and experience of designing bespoke solutions to children who requires specialist support strategies to achieve excellent outcomes.

A Level 5 Diploma in Leadership for Health and Social Care Services (Children and Young People's Residential Management) qualification is a bonus but not essential as we support you to enroll and complete this. You must however have supervisory or management experience and have worked within a children's residential setting within the last 5 years to meet OFSTED regulation requirements.

You will hold a current UK Driving License and have access to a vehicle which can be used for business purposes.

Benefits

In return, we can offer you:

- A competitive salary
- A local government pension scheme with 25% employer contribution
- A discretionary regional allowance of £1,000 (pro-rata)
- 34 Days Annual Leave Entitlement (Inc. Bank Holidays and a MAT Life Day)
- Family friendly policies
- Wellbeing, Bereavement and Menopause Policies and enhanced Sick Pay policy
- An Employee Assistance Programme to support your health and wellbeing
- Annual flu jabs
- Cycle to work scheme
- Access to further professional development through the Trust's Leadership Programmes.

We also have an active employee engagement programme which includes termly 'You Are Awesome' awards, an annual Big Thank You Day and a Trust Wide Annual Conference.



Dear Applicant,

Welcome to Endeavour Academy Children's Home and thank you for your interest in this exciting role. Our co-located children's home and school support children and young people (9-19 years old) with autism and severe learning difficulties. This autism-specific setting has been developed by MacIntyre Academies Trust and Oxfordshire County Council working in partnership to meet the needs of young people and their families. The Children's Home offers a combination of 52-week-a-year placements and regular, short-stay respite placements. All of our young people attend the School as well.

Our aim is to provide our children and young people with an environment in which they can feel safe and happy and are supported to develop the skills they need to learn effectively and to make a positive and successful transition into adult life. We support each young person's educational, social and emotional development as well as supporting their communication and sensory needs.

In addition, we also aim to create a happy and nurturing environment that has an ethos of warmth and understanding. We have a staff team that understand the needs of the young people and how they can support them to make the best progress. We work very closely with the families of our young people to ensure that they too feel supported, and that they are reassured that their child is safe and happy.

If you would like to know more about Endeavour Academy, and are interested in working for us, please do not hesitate to contact our office.

We look forward to hearing from you.



Andrew Moran

Head of MacIntyre Academies

Job Description

Reporting to:

The Trust's Responsible Individual (and working closely with the Principal of the school)

Purpose:

The role of a Registered Manager is the person with overall responsibility for day to day management of the Children's Home and is accountable for the delivery of a high quality of service provision, incorporating care, welfare, safety and security of all children and young people in their care in order for them to achieve a secure base. Supporting, leading and managing a team of staff who will provide protection and support the children with their physical, psychological, emotional & social development.

Key Responsibilities:

1. To be registered with Ofsted as the Registered Manager of the Children's Home.
2. To ensure operational staffing levels are maintained within the Home.
3. To ensure effective administration and control of financial budgets and records to comply with the Trust's expectations and procedures.
4. To ensure that you and your staff work in accordance with the Statement of Purpose of the home.
5. To demonstrate effective leadership to direct and support the staff team to deliver person centered childcare working towards the best outcomes for each young person.
6. To manage, supervise and mentor staff; organise work patterns and training, and conduct and record regular supervisions and appraisals.
7. To implement, adhere to and give guidance to other staff on: Children's Homes (England) Regulations 2015, The Children Act 1989 & 2004, Care Standards Act 2000, Equal Opportunities Policies, National Quality Standards for Children's Homes, and Local Authority Child Protection Procedures, and any subsequent changes to said legislation.
8. To lead during Ofsted Inspections, promptly implementing any recommendations following an Inspection.
9. To provide timely notification of any significant events or changes within the home, including completion of Regulation 45 Reports within the given timeframe.
10. To carry out the role of Designated Safeguarding Officer and ensure that you and your staff team implement and adhere to the Endeavour Academy Safeguarding Policy and Local Authority Safeguarding procedures.
11. To work cohesively and in partnership with team members and other professionals (Endeavour School, Social Workers, Police, Education, and Health) to contribute and monitor the multidisciplinary assessment of children's needs, support children in order for them to reach their full potential as outlined in their care plans.
12. To be a positive and proactive member of the Senior Leadership Team of Endeavour School and House.
13. To work with the Principal and Senior Leadership Team of Endeavour School to develop and maintain the effective delivery of the 'waking day' curriculum within the home environment and ensure consistent decision making.
14. To work with the Principal of Endeavour School in securing the commitment of parents, carers, stakeholders and the wider community to the vision and direction of the academy.
15. To ensure Local Authority Social Workers are notified of all significant events, incidents, important changes and physical interventions within 24 hours.
16. To ensure that young people receive a sensitive residential service which best meets their individual social, psychological, educational, cultural, physical identity and health care needs according to the Statement of Purpose and Function of the Home.
17. To organise the availability and deployment of staff within the home and wider Channels and Choices Community, ensuring rotas are covered to meet regulations met.
18. To prepare for and attend annual review meetings, Social Services reviews, as appropriate.
19. To ensure that the home is fit for purpose by ensuring that Fire Regulations and Health and Safety Regulations are met, Quality Assurance and Regulation 44 Reports action points are addressed promptly. Appropriate records are kept and that fire drill procedures are adhered to.
20. To manage performance and development by using regular staff supervisions and annual appraisal process in order to promote a culture of self-awareness and understanding. Working in partnership with Human Resources to address and manage any issues of poor performance or misconduct
21. To participate effectively in the on-call duty system.
22. To analyse trends and Quality Assurance documentation to constantly strive to improve standards for young people in our care.
23. To contribute to the assessment and admission of new residents in partnership with the Principal of Endeavour School.
24. To undertake other duties as may be deemed appropriate from time to time.

Person Specification

Education, knowledge and experience	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
	<ul style="list-style-type: none"> • Previous experience in a Deputy Manager or Registered Manager role in a Residential Children's Care Setting • Level 3 Diploma in Children's Residential Service or equivalent • GCSE in Maths and English at C (4) Grade of above • Demonstrable knowledge of Children's Homes Regulations 2015, the Children's Act 2015 and the Standards for Residential Special Schools • Practical experience of working with children/Young People who have ASC and learning disabilities and may present with behaviours that challenge • Knowledge and experience of Child Protection & Safeguarding, risk management • Physically fit • Resilient, enthusiastic and motivated person • Proven ability to lead staff teams and line management experience, including supervisions • Excellent communication skills, both verbal and written • Calm, approachable manner, adaptable and non- judgmental • Able to work under own initiative and as part of a team • Excellent organisational skills • Experience of managing budgets and financial performance • Knowledge of Child Protection & Safeguarding, risk management • Ability to drive and holds a current driving license 	<ul style="list-style-type: none"> • NVQ or Diploma Level 5 in Leadership & Management in Residential Children's Services or equivalent • Any relevant or transferrable skills, such as First Aid trained • Team Teach Training • PBS Training
Personal attributes	<p>Must be able to demonstrate</p> <ul style="list-style-type: none"> • Emotional resilience in working with behaviour that challenges • Commitment to a high-quality transparent service to children and their families • Ability to be imaginative but practical about child care • Drive to see things through • A commitment to professional updating and personal development • Capable of performing a wide variety of tasks • To be 'fit' to manage the Home in accordance with current Children's Home Regulations 2015 	
Special knowledge and skills	<p>The Candidate must be willing to:</p> <ul style="list-style-type: none"> • Participate effectively in the on-call duty system • Work weekends, evenings/nights and bank holidays when needed • Undertake other duties as may be deemed appropriate from time to time. 	

Competencies

<p>Professional Qualities: Leadership</p>	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Be respected as a role model, internally and externally, demonstrating a high-quality approach to all aspects of work. • Lead the implementation of strategy, local service development plans and tasks to meet the changing needs of people we support and corporate objectives. • Create high engagement and enthusiasm amongst staff teams and stakeholders by adopting a proactive, positive and ambitious approach.
<p>Professional Qualities: Improving Service Quality</p>	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Drive a high standard of person-centered provision across all services. • Audit all policy and practice initiatives, evidencing outputs and reflecting on outcomes. • Effectively deliver change within services to meet changing business objectives. • Ensure successful compliance across all services and effectively manage relationships with regulatory bodies.
<p>Professional Qualities: Managing External Stakeholders</p>	<p>The Candidate must be able to demonstrate their ability to:</p> <ul style="list-style-type: none"> • Establish and maintain successful collaborative working relationships with key stakeholders at a senior level. • Promote MacIntyre Academies' values and reputation effectively to a range of audiences. • Communicate effectively using a range of techniques. • Identify and successfully convert new business opportunities.
<p>Professional Qualities: Results & Quality Focus</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Provide clear direction for direct reports and staff teams, linked explicitly to business objectives and the needs of the children and young people we support. • Provide effective performance management using a range of leadership techniques and management tools. • Encourage and support personal development within all direct reports.
<p>Professional Qualities: Maintaining Commercial Disciplines</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Successfully manages budget, resources and expenditure for a significant service area. • Anticipate key commercial risks and develops effective action to address and mitigate them. • Demonstrate and articulate value for money services in line with external and internal drivers.
<p>Professional Qualities: Personal Development</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Use personal integrity, with commitment to openness, inclusiveness and high standards. • Be committed to self-development and takes responsibility for own personal development plan. • Show self-awareness of own strengths and limitations and acts accordingly.
<p>Professional Qualities: Specific essential criteria</p>	<p>The Candidate must be able to demonstrate the ability to:</p> <ul style="list-style-type: none"> • Demonstrate relevant experience which makes you suitable for this role. • Meet the needs of the children and young people we support at times appropriate to their lifestyles. • Complete work to high standards, focusing on the needs of the children and young people. • Continually assess how to improve or maintain the quality of practice and service provision. • Plan ahead, evaluate risks and develop contingencies when planning. • Organise and prioritise your work.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2023 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.

*Salaries are based on Full-Time-Equivalent and are pro-rata for part time roles. Salaries are dependent on experience with option of additional hours through the extended school provision.



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