

Programme Manager

Service: Hedleys Horizons

Responsible To: Head of Service

Salary: PHF Scale 26-30

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 service users. Plan, prepare and deliver high quality programmes and activities to act as an exemplary example of good practice for Activity Leads. Act as a pastoral lead for a group of service users. Lead the programme team ensuring high standards of assessment and support are met and to ensure the service users journey is delivered. Support legal requirements for health and safety, safeguarding and equality and diversity.

Main Duties

- Review all annual programmes of activities checking for high quality and well-resourced activities where differentiation has been incorporated
- Lead a team of activity leads in the delivery of their activities
- Promote and develop meaningful activities that the service users 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 service users engagement and achievement of outcomes set in collaboration with families, social workers and care managers
- Foster, develop and maintain effective communication systems between the Horizons teams, service users, families and associated professionals
- Work with therapists and specialists to meet service users needs and funding requirements
- Deliver activities as directed by the leadership team
- Make a significant contribution to activity development within their assigned programme
- Provide regular reports on their responsibilities through operational meetings
- Ensure health, safety and welfare of staff and learners and to take an active role in promoting equality and diversity
- Plan a schedule of events to support the role of Hedleys Horizons in the wider community promoting social inclusion

Professional Duties

- Hedleys Horizons operates in a changing and often demanding 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:
- Contribute to the preparation of Support Plans
- Provide access to a range of materials using a range of modes of communication to best meet the needs of individual service users
- Participate in meetings arranged for any purposes relating to service users, their activities or their well being internally and with external professionals
- Participate in development and review of the Hedleys Horizons documentation inclusive of policies, practice and other documents
- Identify and plan for further training and professional development for their team
- Fully participate in the induction and training programme
- Participate in administrative and organisational tasks relating to service users or staff, as required throughout the day
- Contribute to the professional development of other staff, including the induction and support of new staff, act as a mentor for new Activity Leads
- Be up to date with new developments in the learning disability sector
- Be innovative in their practice, to try new ideas and introduce new developments on an evidence based model

Discipline, Health and Safety:

- Adhere to the Percy Hedley Foundation Health, Safety, Safeguarding, data protection and confidentiality policies at all times
- Purchase tools and equipment from a recognised source
- Promote Health and Safety in all therapy sessions
- Maintain tools and equipment to a high standard
- Carry out all activities with the student in mind
- Develop a Health and Safety culture amongst all learners
- Report all incidents and accidents to the Health and Safety Officer
- Maintain a high standard of record keeping in line with the Percy Hedley Foundation Educational Services policies and procedures and guidelines set out by therapy professional bodies
- Maintain professional accountability to therapy professional bodies and work within HSPC Code of Conduct

Equality and Diversity:

- Promote equality of access through therapy activities to training and employment opportunities for disabled people, and advocate a positive attitude and positive risk taking
- Recognise that disabled people are individuals who have specific needs

- Employ support strategies that will empower students
- To adapt practice to meet individual circumstances including due regard for cultural and linguistic differences
- 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 service users and environment.
- Remain objective and do not favour any gender, language or culture and comply with The Percy Hedley Foundation policy at all times

Confidentiality:

- Respect confidentiality. All personal information about students to which you have access should be treated as confidential. Information about the students' needs, progress and assessment should only be shared with the team to aid support

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
- 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 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

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 CPD in LLDD/SEN
- Training in use of NAPPI or relevant techniques to manage behaviour
- Specialist practical or subject skills that support the delivery of the college curriculum

Experience

- Experience of working in a day service setting
- Experience of working with people with disabilities
- Knowledge and understanding of person centred approaches
- Evidence of designing and implementing highly effective 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 service users
- Commitment to achieve agreed targets and work objectives
- Commitment to own personal development

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 and social workers

Qualifications and Training

- Specialist qualification in any specialist area (VI/HI/ASD)

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.

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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