



JOB DESCRIPTION

Job Title:	Programme Manager – ASC offer	Service Area:	Percy Hedley Foundation – Hedley's Hub (part of College and Hedley's Horizons)
Reports to:	Assistant Principal	Salary Band:	NJC 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 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/Activity Leads. Act as a pastoral lead for a group of students/service users. Lead the programme team ensuring high standards of assessment, teaching, learning and support are met and to ensure the learner/service users journey is delivered. Support legal requirements for health and safety, safeguarding and equality and diversity.

To take specific responsibility for supporting the ASC curriculum and activities based at Hedley's Hub. To take the lead on supporting staff to deliver high quality specialist services for people with complex Autism Spectrum Conditions. To play a key role in sharing of good practice and expertise using your own specialist knowledge. To develop a new team in a newly formed service working closely with the Assistant Principal

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 and 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 students progress and 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 teams, service users, families and associated professionals
- Work with therapists and specialists to meet service users needs and funding requirements
- Deliver sessions and activities as directed by the leadership team
- Make a significant contribution to the development of the ASC offer to ensure its success and growth
- 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 College and Hedleys Horizons in the wider community promoting social inclusion

Professional Duties

Hedleys College and 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 documentation in use, 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 Tutors and 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 Services policies and procedures and guidelines set out by therapy professional bodies.

Equality and Diversity:

- Promote equality of access through 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

Factor	Essential	Desirable	Means of Assessment
Skills, knowledge & aptitude	<p>Excellent written, presentation, communication and numeracy skills</p> <p>Good organisational and administration skills</p> <p>Able to work effectively as an individual and as part of a team</p> <p>Motivation of self and others</p> <p>Able to work under pressure and meet deadlines</p> <p>Able to meet the challenges of working with young people whose needs are complex</p> <p>Knowledge and skills in the use of ICT</p> <p>Experience of planning activities that can meet a wide range of needs</p> <p>Evidence of the ability to manage support staff</p> <p>Able to deliver successful outcomes for students and service users</p> <p>Working knowledge of H&S, Safeguarding and E&D</p> <p>Able to write high quality reports</p> <p>Able to monitor and analyse data</p> <p>Able to manage a team of people including resources</p> <p>Able to problem solve and maintain a positive attitude</p> <p>Knowledge and understanding of timetabling for individuals and groups with diverse needs</p>	<p>A minimum of 3 years experience planning and leading programmes to meet individuals care and support plans</p> <p>Experience of working with a range of external professionals for example care managers, social workers, PBS teams, Psychologists</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Qualifications & Training	<p>Educated to Degree Level or equivalent experience.</p> <p>English and maths at Level 2 or above e.g GCSE grade A-C</p> <p>Evidence of recent commitment to CPD in ASC</p> <p>Training in use of NAPPI or relevant techniques to manage behaviour</p> <p>Specialist practical or subject skills that support the delivery of the ASC college curriculum and Horizons programme.</p>	<p>Specialist qualification in Autism</p> <p>Evidence of demonstrating an understanding of the need to person centre plan for Positive Behaviour Support (PBS) strategies</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Experiences	<p>Experience of working in a support setting with people with complex ASC needs and associated behaviour that challenges</p> <p>Experience of working with people with disabilities</p> <p>Knowledge and understanding of person-centred approaches</p> <p>Evidence of designing and implementing highly effective activities</p> <p>Experience of managing a budget and resources</p> <p>Experience of multi-disciplinary working and approaches</p> <p>Able to carry out risk assessments</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

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		Application Form Interview
Special Requirements	Full, clean driving license with business insurance on own vehicle (if driver)	MIDAS trained or willingness to undertake training	Application Form Interview