



Children's Home Service Coordinator

Endeavour Academy, Headington, Oxford

Recruitment Pack

Recruitment Advertisement

Children's Home Service Coordinator

Job Title: Children's Home Service Coordinator

Reference No(s): EH CHSC 0924

Salary: £25,411.71 - £29,158.39 per annum FTE Actual £19,851.09 - £23,469.16

Location: Headington, Oxfordshire

Closing Date: 7th October 2024

Start Date: ASAP

Interview Date: 8th October 2024

Hours of Work: 30 hours Monday – Friday 9am – 3pm

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is a specialist Academy providing support for children and young people with autism and associated Severe Learning Difficulties aged from 8 to 19 years old.

The Role

Endeavour Academy is currently looking for a new position as Children's Home Service Coordinator, to provide administrative and operational support to their residential home in Barton, Oxford. At Endeavour Academy we look to provide an exceptional level of care for all of our residents to ensure that each individual is supported to live a life full of fulfilment and meaning.

This position will provide a comprehensive and confidential administrative and support service to the House and the Registered Manager. The Coordinator will sit at the heart of the Academy and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of the Academy community.

Duties will include House diary management, written and verbal communication with parents, social workers, support staff, as well as the maintenance of documentation required to comply with the Children's Home regulations including Ofsted quality standards.

About You

We are looking for an individual with excellent organisational skills who can work in a busy environment and prioritise tasks effectively. You will have a strong working knowledge of Outlook, Word and Excel and previous experience of working within an administrative/support role.

You will have excellent written and verbal communication skills and the ability to work within our code of confidentiality. You will have excellent team-working skills.

Benefits - Our people are the heart of our success

In return we can offer you:

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Discretionary regional allowance of £1,000 (pro-rata)
- Discretionary Special School Allowance £750 per annum (pro rata role dependent)
- Excellent local government pension scheme
- Enrolment in a level 3 diploma in children and young people (subject to successful 6-month probation period)
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay

- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Driving training – MPV minibus awareness course
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

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.

Safeguarding

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 2022 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.

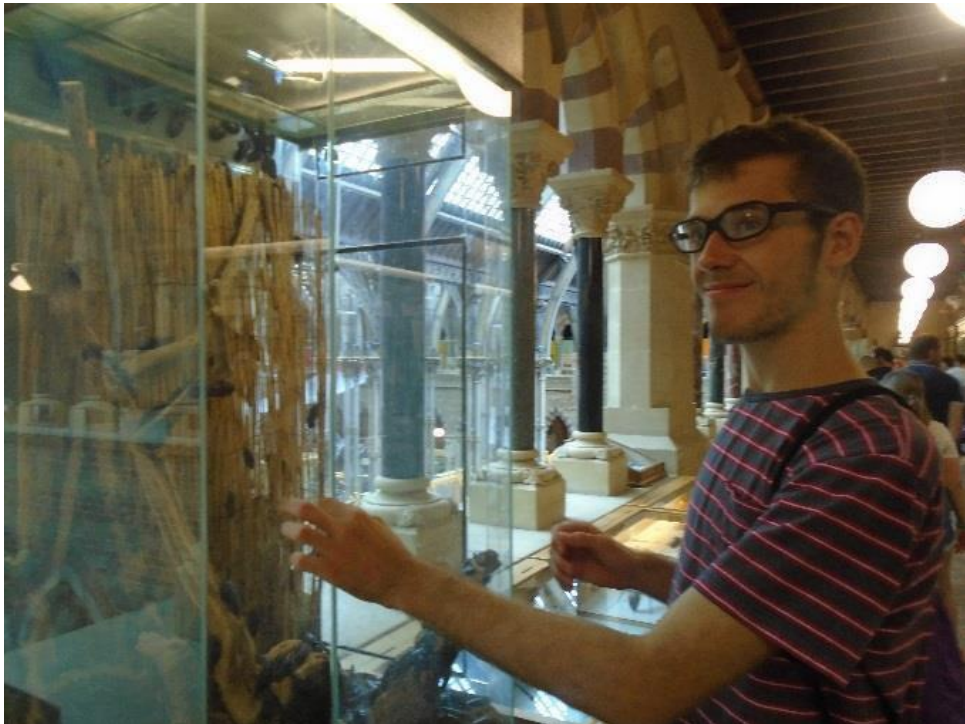
*Salaries are based on Full-Time-Equivalent and are pro-rata for part time roles. Salaries are dependent on experience with option of additional hours through the extended school provision.

Information for Candidates

MacIntyre, a national charity founded in 1966 by the parents of a disabled child, is the sponsor for Endeavour Academy. With over 40 years of experience in providing specialist provision for over 1,000 children and adults with learning difficulties and autism across the UK, MacIntyre has developed a strong reputation both nationally and locally in Oxfordshire, as a high-quality, person-centered organisation. Endeavour Academy is currently graded Good by Ofsted and is part of Macintyre Academies Trust, a small but successful Trust of 4 special schools in Warwickshire and Oxfordshire

The school building and residential facility are located in Headington. The school has capacity for 32 students and the residential provision has capacity for 6 full time and 6 respite placements. The residential home provides some 52-week placements and the opportunity for day placements and some shorter stays (e.g. weekly, weekend, term- time boarding or holiday residential periods).

All young people have Education, Health and Care Plans and the majority have allocated social workers. In addition, pupils may be supported by Learning Disability CAMHS, the Virtual School and respite providers.



Our Vision and Ethos

We believe all young people, regardless of disability, deserve the best education possible. We want our students to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver an 'outstanding' school with outstanding outcomes. A school which is truly family centered with education individualised to each child/young person. The academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and support. It will evolve according to local needs. Parents/carers are encouraged to be fully involved and connected from the outset.

Macintyre Academies Trust is sponsored by Macintyre Charity who have for many years been successfully providing innovative and person-centred services to local children/young people and their families. Many of our young people and families struggle to access facilities and services successfully due to their complex autism and MacIntyre has established an excellent reputation locally.

With a holistic curriculum specific to Endeavour that focuses on developing skills of independence through stages of child development and on the achievement of each student's full potential, the academy will offer flexible arrangements that meet the needs of individual children and families. Key to the academy's success is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies Trust's in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

We have a holistic approach to supporting behaviour that empowers the child or young person to engage in education.

To achieve this vision, partnership working is crucial. MacIntyre Academies Trust works alongside parents/carers, Local Authority SEND, social care, CAMHS and Children We Care For (LAC) teams and other stakeholders to ensure that the academy is successful in delivering its strategic aims and the best outcomes for our young people.



Children Home Co-ordinator Job Description

Reporting to

Head of Care (Registered Manager)

Line Managed by

Head of Care (Registered Manager)

Purpose:

To provide a comprehensive and confidential administrative and support service to Endeavour House and the Registered Manager. The home's Coordinator sits at the heart of the Endeavour House and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality, and values the diversity of the Academy community. The post holder will be expected to promote the vision and values of the Academy with all stakeholders including parents, visitors and the local and wider community.

Key Responsibilities and Duties:

1. To provide comprehensive administrative and operational support as required including House diary management, written and verbal communication with parents, social workers, support staff, maintenance of documentation required to comply with the Children's Home regulations including Ofsted quality standards.
2. To plan, maintain and oversee the co-ordination and management of a flexible staff rota for the Endeavour House (including the children's home and short breaks provision) to meet the needs of the children and young people.
3. To monitor and provide a monthly report to the Head of Care on the use of Agency Staff and expenditure
4. To maintain accurate and confidential files for the staff and children and young people within Endeavour House, in line with MacIntyre Academies' and Ofsted procedures.
5. To ensure the office function provides an effective administrative service to fulfill the Academy and regulatory requirements through liaison with other administrative staff within the academy
6. To co-ordinate the attendance of Endeavour House's staff to all children's reviews (e.g. LAC reviews, annual reviews) in liaison with the school administrator and to co-ordinate the readiness of all necessary reports. To take minutes at LAC meetings and other meetings for Endeavour House as necessary.
7. To ensure timely and accurate reporting of staff sickness, annual leave, additional hours, relief hours, in accordance with the MAT payroll deadlines.
8. To ensure that all communications and correspondence are dealt with in an efficient and effective manner.
9. To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out (including the on-line weekly food shopping for Endeavour House)

10. To construct, support and update databases using MS Word, MS Excel, MS PowerPoint and the school's management information systems as required.
11. To provide administrative support, as directed by the Registered Manager for staff team meetings, internal investigation, disciplinary and grievance meetings, ensuring that relevant procedures are followed.
12. To provide administrative support, as directed by the Registered Manager, to the Endeavour House support team.
13. To have responsibility, if required, for the proper use and accounting of finances, including House petty cash.
14. To ensure good communication and information systems with Endeavour House and with external agencies and MacIntyre Academies Trust.
15. To work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with the General Data Protection Regulations.
16. To travel as necessary providing administrative support to relevant meetings and record the proceedings.
17. To attend compulsory training and induction and identify your own specific training and development needs.
18. To be available for and make productive use of professional supervision and annual appraisals.

Additional Duties:

1. To safeguard and promote the welfare of all children and young people in the home by being familiar with and aware of the Home's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
2. To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
3. To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
4. To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures. To keep up-to-date records of Consent forms received from parents/carers.

Children's Home Co-ordinator Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • Good standard of education. • A relevant administrative qualification. • Demonstrative written and verbal communication skills. • Knowledge of Outlook, MS Excel, MS Word and general MS databases • Ability to give clear written and verbal communications in a variety of methods. • Excellent organisational skills and ability to set priorities. • Experience of working in a Children's Home. • Ability to work in a very busy environment • Excellent team work skills 	<ul style="list-style-type: none"> • Knowledge of Children's Home regulations and Quality standards. • Knowledge of processes with Children's Homes
Personal Attributes	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> • A belief that children and young people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences. • A commitment to supporting high service delivery. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy. • Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals. • Ability to maintain a flexible approach. 	

Competencies

Respecting and Understanding Others	<ul style="list-style-type: none"> • Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions. • Treats children and young people we support and colleagues with respect, dignity, honesty and equality. • Adapts their working style and level of support to an individual's needs or wishes. • Work cooperatively with colleagues and assist when they need support. • Value the different contributions that people can make within a team.
Influential Communication	<ul style="list-style-type: none"> • Ensures Great Interactions are achieved by using a variety of communication techniques including language, tone and non-verbal behaviour. • Listens actively and display enthusiasm in their communication. • Uses and presents information in a manner which is persuasive, logical and understandable to the receiver.
Facilitating Success and Improvement in Others	<ul style="list-style-type: none"> • Use encouragement, praise and appropriate direction as necessary. • Support, motivate and inspire others to try new tasks or activities. • Seek assistance appropriately and receive feedback from others.
Supporting Learning and Teaching or Care in an Educational Setting (for those in an operational role)	<ul style="list-style-type: none"> • Is ambitious, has consistent and high expectations of staff and pupils • Demonstrates personal enthusiasm for and commitment to the learning process • Demonstrates the principles and practice of effective learning and teaching • Initiates and supports research and debate about effective learning and teaching • Provides appropriate support intervention based upon a detailed knowledge of individual pupils
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Is able to collect, interpret and evaluate information • Can develop a deep understanding of a problems, exploring alternative ways of resolving problems including new possibilities. • Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.
Resilience to Change and Challenges	<ul style="list-style-type: none"> • Is open to change and embracing new developments / initiatives • Adapts well in new and unfamiliar situations responding to changing plans quickly • Works independently without direction • Is resilient and copes well in emergency situations.
Personal Development	<ul style="list-style-type: none"> • Is committed to achieving high standards for their own self-development • Is able to reflect on self-development needs and address them. • Meets agreed development action plans as agreed with line manager. • Achieves positive feedback from peers, senior colleagues and external stakeholders.



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