



# MacIntyre Academies



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

**Recruitment Pack**

# Recruitment Advertisement

## Head of Care / Registered Manager

**Job Title:** Head of Care

**Salary:** £38,167.43- £49,072.42\*

(\*for exceptional candidates there may be scope to increase)

**Closing Date:** 13<sup>th</sup> July 2021, 12:00 Midday

**Interview Date:** 16<sup>th</sup> July 2021

**Reference No(s):** 0000000082

**Location:** Headington, Oxfordshire

**Hours of Work:** 38 hours per week (Full-Time)

**Start Date:** ASAP

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is a school and a Children Home for children and young people with Autism and associated severe Learning Difficulties aged from 8 to 19 years old. The school has space for 32 students and the Children Home provides full time care for up to 7 young people and respite provision for up to 4 young people each day.

In September 2015, Endeavour was joined by the Discovery Academy in Nuneaton, Warwickshire for children and young people with social, emotional and mental health needs and /or autism. This was followed by Quest Academy in Rugby which moved into purpose-built premises in September 2019 and Venture Academy in Henley in Arden which joined the Trust in September 2021.

The Trust is sponsored by MacIntyre Care, 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 and today MacIntyre provides specialist provision to over 1,500 children and adults with learning difficulties and Autism across the UK.

### The Role

We are currently recruiting for an inspirational and committed Head of Care to join the leadership team at Endeavour. As the Head of Care, you will be the Registered Manager for the Children's Home, Endeavour House, as specified in the Children's Homes Regulations 2015 and will fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002. The Leadership team within the Children's home is comprised of a Deputy, 4 Team Leaders and a Service Co-ordinator.

You will lead them to deliver an outstanding quality of support and care to children and young people on full time and short break placements. You will be responsible for the day to day management of the home, promoting a child centred, caring environment through high standards of professional practice which are conducive to the physical, emotional, social, intellectual and spiritual needs of the children and young people. This also includes acting as the dedicated Child Protection and Safeguarding Officer within the Academy.

You will work closely with families, carers and the wider community to share the vision and direction of Endeavour. You will contribute to and maintain a single philosophy across the School and House and lead a residential service which prepares our students for the responsibilities and experiences of adult life.

### About You

Ideally you will be a Registered Manager within a children's home, have or working towards an NVQ level 5 in Child Care/Health and social care or equivalent and be prepared to work towards other qualifications. You will have practical experience of working with children and young people who have Autism and Severe Learning difficulties, be a confident, effective manager with knowledge of regulatory standards and requirements.

You will have demonstrative experience of leading large staff teams and be able to demonstrate you have a flexible, calm and organised approach to work, even under pressure. You will need to have excellent written and verbal communications skills.

There may also be a requirement to travel when necessary. You will be able to drive and have access to your own transport. You will also work flexibly in accordance with the rota including bank holidays, nights and weekends on occasion.

### Benefits

In return, we can offer you a competitive salary, local government pension scheme, an Employee Assistance Programme to support your health and wellbeing and full induction, training and career opportunities. We also offer enhanced maternity, paternity, adoption and shared parental leave schemes (once you have a year's service with us), annual flu vaccinations and a cycle to work scheme alongside our tailored wellbeing offering.

*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. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. MacIntyre Academies' Safeguarding Policy can be found on our website and candidates will be asked about this as part of the recruitment process.*

\*Salaries are FTE and dependent on experience and qualifications



# Letter from the Principal

We would like to extend a warm welcome to you at Endeavour Academy. Our school and residential provision offers a nurturing environment for children and young people with autism and severe learning disabilities aged 8 – 19.

This much needed autism-specific setting has been developed by MacIntyre Academies Trust and Oxfordshire County Council working in partnership to meet the needs of students and their families. Endeavour Academy offers a combination of specialist day school, extended day activities, short breaks and residential care all on the same site.

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, understand their autism and make a positive and successful transition into adult life.

The specialist holistic and personalised curriculum is adapted to offer opportunities to motivate each young person, utilising individual strengths, skills and interests to promote learning that will impact upon every area of development. We strive to acknowledge and recognise all aspects of progress and achievement across the School and this includes:

- Wellbeing and Emotional Skills
- Independence and Daily Living Skills
- Social and Communication Skills
- Cognitive and thinking skills including Academic core skills for those learners for whom this is appropriate

For those students who also live at the school for up to 52 weeks a year or accessing short break provision, we offer a waking day curriculum, which focuses on informal learning opportunities, cultural, social and emotional development as well as providing opportunities to meet the sensory needs of each young person. Communication and sensory integration is embedded throughout all that we offer to our young people in every context.

Our outstanding specialist staff team undergo a thorough induction and have the opportunity to access continuing and specialist training opportunities. The team ensure that each student is presented with learning that is motivating and reinforcing. They strive to provide an environment that flexibly and creatively responsive to individual needs.

In all that we do, we continue to work closely with our families and carers, as well as all the professionals who may be involved in the life of the young person. We work closely with LD CAMHS, social care, commissioners and any medical teams.

Endeavour continues to create a happy and nurturing environment with an ethos of warmth and understanding. We are privileged to have a staff team who really understand the needs of children with autism and how they can support them towards the best possible outcomes.

If you would like to know more about Endeavour Academy, are interested in working for us or would like to find out more about how we can support you, please do not hesitate to get in touch with our office.

*Michaela*

**Michaela Soporova**

**Principal**



## Our Vision and Ethos

Endeavour Academy and House provides a healthy, safe and enjoyable environment with a focus on high quality personalised education and support. We believe all young people, regardless of disability, deserve the best education and care 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' provision with outstanding outcomes. A provision which is truly family centered with education and care individualised to each child and young person. Endeavour Academy provides a healthy, safe and enjoyable environment with a focus on high quality personalised education and support.

With a waking curriculum that focuses on developing life skills and on the achievement of each child's full potential, Endeavour offers flexible arrangements that meet the needs of individual children and families. Key to our 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 solutions to children who require 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 progress. To achieve this vision, partnership working is crucial. MacIntyre Academies Trust works alongside Oxfordshire County Council, staff and stakeholders to ensure that the Endeavour is successful in delivering their strategic aims.



# Head of Care Job Description

## Reporting to

Principal of Endeavour Academy

## Purpose:

To be responsible for delivering high quality care and support to the children and young people resident within the home. Responsible for the day to day management of the home, promoting a student-centred caring environment throughout the academy, through high standards of professional practice, which are conducive to the physical, emotional, social, intellectual and spiritual needs of the children and young people. To be the Registered Manager for the Home as specified in the Children's Homes Regulations 2015 and fulfil the obligations set out in the National Minimum Standards for Children's Homes 2002.

## Key Responsibilities:

1. To be registered with Ofsted as the **Registered Manager** of the Children's Home.
2. To promote the practice of **working in partnership** with young people, their families, other staff within the Academy, and other agencies, in order to meet the needs of the young people.
3. To **manage all operational aspects** of the home providing flexible arrangements for children and families in a creative and solution focused manner
4. To **promote team development** and effective team working.
5. In collaboration with the Site Manager, **regularly inspect the condition of the structure, fabric, furnishings and fittings** of the Home to ensure that all equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
6. To ensure effective administration and control of financial **budgets** and records to comply with the Academy's expectations and procedures.
7. To **prepare for and attend** annual review **meetings**, Social Services reviews, as appropriate.
8. To **monitor arrangements** for short breaks, holidays, recreational outings and social activities and to ensure the **implementation** of related **risk assessments**.
9. To promote and implement the Academy's Equality and Diversity policies and procedures.
10. To carry out the role of **Designated Safeguarding Officer**.
11. To ensure that staff understand and implement the Academy's safeguarding procedures.
12. To **contribute to the assessment and admission** of new students in liaison with senior colleagues.

## Strategic Direction and Development of the Academy:

1. To be a positive and proactive member of the Senior Leadership Team.
2. To work with the Principal and Senior Leadership Team to develop and maintain the effective delivery of the 'waking day' curriculum within the home environment.
3. To ensure that there is a Statement of Purpose in place, which is appropriate to the needs of children and young people and outlines qualifications, experience and expertise required of staff employed within the home.
4. To contribute to the creation of an ethos, provide the vision and direction which enables effective support and achievement by students, providing sustained improvement in their spiritual, moral, social, cultural, mental and physical well-being in preparation for the opportunities, responsibilities and experiences of adult life.
5. To support the Principal in securing the commitment of parents, carers, stakeholders and the wider community to the vision and direction of the academy.
6. To ensure high standards of quality in the delivery of care and support.
7. To provide appropriate leadership in order to ensure all residential staff are committed to and involved in the achievement of objectives securing the success of the academy.

### Leading and Developing People:

1. To provide operational management of the staff team and deploy appropriate staff resources ensuring that key tasks are fulfilled.
2. To ensure that sufficient back up resources are available in emergency/out of hours situations including participation in an out of hours 'On-Call' rota.
3. To participate in the recruitment and retention of the best employees and ensure an effective induction for all new starters.
4. To ensure that all staff are provided with an appropriate induction, supervision and appraisal in line with the academy's HR policies.
5. To take the lead in setting and reviewing targets and objectives for the residential staff team in order to ensure that work is focused and has clear direction.
6. To maximise the effectiveness of staff through regular support and supervision, development and the application of the academy HR policies.
7. To ensure the effective management of staff sickness and absence.
8. To participate in grievance, disciplinary, health and safety and other staffing matters with support from the Principal.
9. Promote a culture of continuous professional development for all, where learning and development activity is closely linked to individual, team and organisational priorities.
10. To ensure that staff training and development needs are identified and ensuring that those needs are met. To lead/assist in training as required.
11. To ensure that performance reviews are undertaken in a timely manner and that target setting is of a high standard, relevant and plays a key role in securing continuous improvement.

### Accountability:

1. To work collaboratively with the Academy's Principal in order to provide accurate and timely reports objective, advice and support, enabling the academy to meet its responsibilities.
2. To ensure that all Health and Safety Regulations are complied with in accordance with the Academy policies, procedures and practices
3. To promote an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
4. To ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation.
5. To participate in on call rota.

### Strengthening Community:

1. To work in partnership with parents, carers and other agencies in providing for the spiritual, moral, social, emotional and cultural well-being of students and their families.
2. To promote a culturally inclusive ethos which actively values and promotes diversity, unity and community cohesion, and support students to become successful citizens.
3. To work in liaison with all relevant agencies in order to adequately safeguard and protect the students.
4. To lead in the development of the residential division, for example, sharing effective practice.

## Head of Care Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> <li>• NVQ Level 5 in Child Care/ Social and Health Care or Equivalent or working towards Level 5</li> <li>• Registered Managers Award or ability to achieve within 12 months</li> <li>• Demonstrable experience working at management level and leading a team of people in a residential setting</li> <li>• Evidence of recent experience working with children, young people and building positive relationships with families.</li> <li>• Inter-agency working</li> <li>• Demonstrable knowledge of Children's Homes National Minimum Standards and the Children Act 2015 and the Standards for Residential Special Schools.</li> <li>• Practical experience of working with children/Young People who have ASC and learning disabilities and may present with behaviours that challenge</li> <li>• Demonstrative knowledge of child protection and safeguarding Policies including assessing outcomes, Children's Rights, Equality and Diversity</li> <li>• Care Planning and reviewing processes</li> <li>• Knowledge and experience of Risk and Risk Management</li> <li>• Budget management</li> <li>• Working knowledge of quality assurance systems</li> <li>• Working knowledge of Health and Safety Regulations</li> <li>• Familiarity with IT systems</li> </ul>	<ul style="list-style-type: none"> <li>• DipSW or equivalent</li> <li>• NVQ4 Leadership and Management</li> <li>• Developing and monitoring systems</li> <li>• Supervision and delivery of training e.g. NVQ assessor</li> <li>• Organising and co-ordinating the delivery of a short break services</li> <li>• Range of social care services provided to children and young people</li> <li>• Team Teach Training</li> <li>• PBS Training</li> </ul>
Personal attributes	<p><i>Must be able to demonstrate</i></p> <ul style="list-style-type: none"> <li>• Emotional resilience in working with behaviour that challenges</li> <li>• Commitment to a high quality transparent service to children and their families</li> <li>• Ability to be imaginative but practical about child care</li> <li>• Drive to see things through</li> <li>• A commitment to professional updating and personal development</li> <li>• Capable of performing a wide variety of tasks</li> <li>• To be 'fit' in line with Ofsted requirements to manage the Home in accordance with current Children's Home Regulations and National Minimum Standards for Children's Homes</li> </ul>	



Special knowledge and skills	<p><i>The Candidate must be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Understanding of the principles and practice of special schools</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Participation in an on-call rota</li> <li>• Flexibility to work in accordance with the rota including bank holidays, nights and weekends on occasion.</li> <li>• Full driving licence and access to a vehicle for own transport.</li> </ul>

## Competencies

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

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



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