

JOB DESCRIPTION

Job Title: Operations Director Care (SEN Division)

Responsible to: Managing Director, Education

Responsible for: Regional Care Leads (SEN division)

Location: Home based with travel as required

Overall Objectives:

- To lead and manage the requirements of effective leadership and management of quality in care for children and young people within the schools and colleges in the Cambian SEN Division under the guidance of the Managing Director and in partnership with the Directorate Management Team.
- To ensure all care services in the SEN division are provided to the highest standard and in a manner that promotes a culture of continuous improvement, and strives to secure best outcomes for all young people placed in our care by local authorities.
- To balance leading quality care services with commercial acumen in order to lead a profitable, safe and high performing residential SEN provision.
- To lead and facilitate effective collaborative working across all residential schools and colleges in the SEN division and ensure the sharing of best practice, through encouraging system leadership, of leaders in care including Regional Care leads, Principals and Heads of Care
- To ensure the CareTech & Cambian strategic vision and agreed policy priorities are implemented throughout the SEN provision in a timely manner and to budget.
- To develop and sustain effective and productive relationships with Regional Care Leads, Principals, Heads of Care and all external agencies (local authorities) and with other professional bodies and stakeholders.
- To ensure, along with Regional Care Leads that all schools and colleges provide a good/outstanding quality of care consistent with the requirements of the Regulatory Standards and that each school/college is ready for external scrutiny by the regulator depending upon which part of the UK the schools are located.
- To ensure that company policy and procedures are adhered to and there are robust systems in place to monitor the administration, staffing and budgeting of care staff in each school/college within the portfolio.
- To ensure that each school/college is maintained to a high standard in line with Health and Safety and Safeguarding requirements so staff and young people can live and work in safe and comfortable environments.

Key Tasks:

- To advise the Managing Director and recommend strategy and policy developments in the SEN division to support quality and commercial effectiveness in service delivery.

- To develop, establish and maintain systems for effective care that support best-practice, risk appraisal and quality assurance that ensures high quality and valued care services delivering good outcomes for young people and local authorities.
- To liaise with the CareTech Policy and Performance Team and Regulation and Compliance Teams to collectively scrutinise and improve practice in care and to provide regular performance reports to the Board Monthly Divisional Reviews, the Safeguarding Board and to the Managing Director.
- To ensure all schools/colleges are appropriately registered with the regulator.
- To ensure, through personal intervention, that all care is delivered in line with appropriate regulatory requirements.
- To lead as appropriate on termly Governance Meetings and undertake, regular reviews and quality assessment of all operational practice for Care in the SEN division.
- To work with the Commissioning Director Children's to promote the SEN division to local education authorities and support business development in this area.
- To lead and manage the team of Regional Care Leads to jointly develop strategic and operational synergies which deliver quality and performance across the whole SEN division portfolio
- To be an active and effective member of the directorate management team (DMT), working with the Managing Director and other members of the team on all divisional and corporate matters to support development and further growth and prosperity of the Caretech/Cambian SEN division portfolio
- To play a key role in guiding and supporting schools/colleges to prepare bottom up annual budgets and work closely with the Commercial Finance Director to ensure effective financial control within agreed budgets across the organisation.
- To support the Board, where required, including presenting appropriate information to enable the Board to make effective decisions.
- To work with the Cambian on-boarding, HR and L&D teams to ensure that care staff are recruited, trained, managed, appraised and developed in accordance with internal policies and guidance and statutory procedures.
- To support the Managing Director and Group New Business Director identify and manage potential SEN division acquisition opportunities.
- To lead on supervisions and management of Regional Care Leads
- To help ensure effective advice, assistance and support is available to all head teachers/principals in relation to Child Protection issues and other notifiable events, including all Safeguarding matters
- To promote the company's equal opportunity and anti- discriminatory practice policies in relation to all staff and young people.
- To provide information to the Managing Director on opportunities for business growth and development across the regions.

General Duties

- To comply at all times with the company's legal, contractual and regulatory requirements and responsibilities in relation to the above duties.

- To represent the company externally and to promote its work and values.
- To be aware of relevant policies, procedures, guidelines and legislation which are current and ensure that all establishments carry out duties accordingly.
- To carry out other duties reasonably requested by the Managing Director, which fall within the remit of the role and the capabilities of the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate Qualification in care • Management Diploma or equivalent • Enhanced DBS check • Current driving licence 	<ul style="list-style-type: none"> • Master's Degree • MBA
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of either Independent School Standards 2014 or Independent Schools and Colleges care registration standards • English/Scottish and Welsh regulatory inspection processes • Budgeting and financial planning in public and/or private education, social care and health settings • Experience leading in a care setting at strategic level <p>Ability to:</p> <ul style="list-style-type: none"> • Lead and manage a complex people-based organisation • Develop and share 'deep vision' of good care practice • Plan, organise, direct and support staff • Manage in a positive, calm and re-assuring manner • Lead, engage, inspire, motivate and support staff at all levels, whilst seeking to gain 'buy in' from colleagues and staff • Establish and maintain high quality standards • Network effectively and work in partnership with corporate services within CareTech/Cambian and externally e.g. Regulators and local authorities • Work on own initiative to timescales • Utilise a repertoire of problem-solving skills and approaches to managing difficult situations, including balancing a number of potential conflicting needs in line with the corporate view • Recognise and take advantage of opportunities to grow and develop the business of the company • Recommend and implement areas of best practice and corporate improvement 	
Experience	<ul style="list-style-type: none"> • Extensive experience of working in a senior role in care in the private or public sector • Experience of leading senior teams in social care/health • Experience of leading strategic development responsibilities • Experience of working to high quality standards on tight timescales requiring use of personal initiative • Experience in shaping and managing a budget efficiently and profitably 	<ul style="list-style-type: none"> • Previous responsibility for business growth and development • Previous leadership/management experience in the independent schools/care sector

Prepared by:

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