

JOB DESCRIPTION

Job Title: SEN Regional Lead - Care

Responsible to: Ops Director Care SEN Division

Main purpose of the job:

- To provide management support to the operations of the Cambian Group SEN provision – ensuring sound governance to include provision audits of designated provision.
- To ensure that designated provision meets and exceeds the standards and expectations contained in its Statement of Purpose as well as fully complying with Ofsted (plus CQC) requirements and recommendations.
- To maximize the efficiency and profitability of the designated provision by driving performance against budgets and targets.
- To establish and maintain effective working relationships with key agencies to achieve best outcomes for young people.
- To liaise with Cambian Group customers to ensure all quality assurance issues remain a key focus by way of regularly seeking customer feedback on service provisions.
- To ensure consistency of Regulatory inspections via continuous monitoring of standards via Regional Lead Activity Framework.
- To provide advice, assistance and support to all managers in relation to Child Protection issues and other notifiable events.
- To support the process of establishing and maintaining a stable, competent and motivated staff team throughout Cambian Education. This will include completing management investigations and disciplinary hearings as and when required.
- To offer inspiration, leadership, managerial guidance, direction and support to staff at all levels.
- To ensure that company policy and procedures are adhered to and that there are systems in place to monitor the administration of each designated provision.
- To ensure high levels of productivity and best use of company resources through close monitoring of rotas, management of agency usage and monitoring training attendance.
- To ensure that each establishment is maintained to a high standard in line with Health and Safety requirements so that staff and young people can live and work in safe and comfortable environments.

- To promote the company's equal opportunity and anti-discriminatory practice policies in relation to all staff and young people.
- To assist the Senior Management Team in maintaining and promoting best practice throughout the extended division.
- To assist with analysing weekly Key Performance Indicators and addressing patterns/trends to ensure continued improved performance.
- To provide Senior Management cover as and when required and complete all other duties reasonably agreed.
- To provide information and contribute to the Operations Board on a regular basis.
- Contribute to the smooth openings of new provision within the group.
- Oversee the recruitment activity and allocation of candidates to vacancies within the division.
- Provide support, guidance and effective supervision and appraisal review to assigned Registered Managers and Heads of Care.
- Provide effective induction to new Managers and Heads of Care within the schools in line with Company policies & practices.
- To carry out other duties reasonably requested by the SEN Director, which fall within the remit of the role and the capabilities of the post holder.

PERSON SPECIFICATION

Qualifications:

- NVQ 5 in Management
- Related management experience (RI experience preferable)

Experience:

- Experience as a Registered Manager of a Children's Home or similar role (Head of Care) within a residential special school.
- Experience of multi-home or school management with minimum 'Good' Ofsted rated status.
- Experience of recruitment and management of staff
- Experience of working to high quality standards on tight timescales requiring use of personal initiative and self-motivation
- Fieldwork (children's) experience.

Personal Characteristics:

- Personally aligned with our core values and beliefs; Care, Honesty, Open, Driven and Committed.
- Puts the needs of the young people at the centre of decisions.
- Brings the outside in — identifies opportunities for innovation and adapts them to Cambian.
- A well-developed intellect — sound analytical skills, curious about what might be.
- Comfortable with ambiguity and decision making.

- Can take a stand when necessary.
- Brings energy and value to discussions. Upbeat and positive.
- Reads situations and people well — can spot the right thing to do.
- Resilient — is not afraid of a challenge or hard work.
- Good judgement. Can identify (sometimes weak) signals in a noisy environment.
- Sound, well developed influencing skills — able to build collaborative relationships quickly and effectively.
- Team player with willingness to help others and go above and beyond their formal role.

Ability to:

- Plan, organise, direct and support staff.
- Establish and maintain high quality standards.
- Network effectively and work in partnership with external stakeholders.
- Inspire, motivate and support staff at all levels.
- Communicate effectively both orally and in writing.
- Work on own initiative to timescales.
- Recognise and take advantage of opportunities to grow and develop the business.
- Knowledge of Employment legislation.