



MacIntyre
Academies



Childrens Home Service Coordinator

Endeavour Academy, Headington, Oxford

Recruitment Pack

Recruitment Advertisement

Childrens Home Service Coordinator

Job Title: Childrens Home Service Coordinator
Salary: £20,402.00 - £22,442.20 per annum FTE
Closing Date: 2nd August 2018, 5pm
Interview Date: w/c 6th August 2018

Reference No(s): ACDG319852
Location: Headington, Oxfordshire
Start Date: ASAP
Hours of Work: Full-Time

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 for a new position as Childrens 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.

Benefits

In return we can offer

- A competitive salary and generous holiday allowance
- A local government pension scheme
- An Employee Assistance Programme to support your health and wellbeing
- Full induction, training and career opportunities.

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 and would be discussed at Offer stage.

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 personalised and integrated 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

- Personal, Independence and Daily Living Skills
- Social and Emotional Skills
- Communication Skills
- Using our senses
- Cognitive and thinking skills
- Physical Skills – Sport and leisure
- Our world, the world around us – being a part of our community
- Creative and performing Arts
- Preparing for adulthood and work related learning
- As well as the Academic core for those learners for whom this is appropriate (Maths, English, Science)

Our curriculum ensures that all students receive a highly personalised, relevant education. For those students who also live at the school for up to 52 weeks a year, 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, to ensure that, they too, feel supported, are reassured that their child is safe, happy, supported to learn, respected and celebrated.

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.



Coral Romain

Consultant Principal

Information for Candidates

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is a new and exciting Academy School for children and young people with autism and associated severe Learning Disabilities aged from 8 to 19 years old.

MacIntyre, is a national charity founded in 1966 by the parents of a disabled child, is delighted to have been chosen as the sponsor for this new 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.

Currently, in Oxfordshire, a significant number of children and young people with autism are placed in out of county residential placements. Many parents and carers have told us that they would prefer their child to be as close to home as possible. We also understand that there is a gap in specialist provision in Oxfordshire and the prevalence/diagnosis of autism is increasing. The trustees of MacIntyre (many of whom are family members of people with disabilities) have created the independent MacIntyre Academies Trust and this trust runs the residential special school academy, Endeavour. It is exciting, as young people are able to remain close to their families and friends, but also MacIntyre uses its wider expertise to develop a more integrated approach to delivering our support to all local children and their families.



The school building and Childrens Home, Short Breaks and After School Club are located in Headington, Barton and has capacity for 25 students and the availability of 12 placements within Endeavour House. The Academy provides some 52 week placements and the opportunity for day placements and some shorter stays (eg weekly, weekend, term- time boarding or holiday periods).

As a priority, the Academy welcomes children and young people from Oxfordshire who have a statement of special educational needs that details the provision required to help the child to overcome the barriers to learning caused by their autism. Referrals are through the local authorities who have named the school in individual children's statements.

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 individualized to each child/young person. Endeavour Academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalized education and support. It will evolve according to local needs. Parents/carers are encouraged to be fully involved and connected from the outset.

This project, which was run in close partnership with Oxfordshire County Council, was particularly exciting to MacIntyre and its Academies Trust as we have for many years been successfully providing innovative and person centered services to local children/young people and their families. Many of these children and families struggle to access facilities and services successfully due to their complex autism, and MacIntyre has established an excellent reputation locally.

By understanding and responding to the current and future requirements of local young people, Endeavour Academy will be a centre of excellence within Oxfordshire, with a national reputation.

With a curriculum that focuses on developing life skills and on the achievement of each child's full potential, Endeavour Academy offers 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 behavior that empowers the child or young person to engage in education.

To achieve this vision, partnership working is crucial. MacIntyre Academies Trust works alongside Oxfordshire County Council, staff and stakeholders to ensure that Endeavour Academy is successful in delivering their strategic aims.



Children Home Service Co-ordinator Job Description

Reporting to

Head of Care (Registered Manager)

Line Managed by

Office/Business Manager

Purpose:

To provide a comprehensive and confidential administrative and support service to Endeavour House and the Registered Manager. The Service Coordinator sits 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. 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 Academy 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:

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- 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 –Service 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/School environment. • Ability to work in a very busy environment 	<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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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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