



Candidate Information Pack

Job Title **Head of Care**
Location **Beaumont Sussex, Billingshurst**

Beaumont Sussex is a college for special educational needs and students with physical disabilities, located within the idyllic grounds of Ingfield Manor School at Five Oaks, just outside Billingshurst in West Sussex.

At Beaumont College, we specialise in transforming the lives of students transitioning from special schools to adulthood. We offer highly personalised education, health and care packages based on individual needs and current circumstances. Our bespoke pathways are designed to reflect our students' interests, increase their independence and help them learn to advocate for themselves, with many students accessing speech and language therapy and/or AAC. No two days are the same, and our students love to learn.

Each student undergoes a multidisciplinary team assessment of their needs pre-entry to establish what their package should look like, and that their needs could be met, supported by a wide range of highly relevant supporting documentation, as well as a current Education, Health and Care Plan. Students all attend daily following term dates which are published annually commonly aligned with the schools in the local area.

The Head of Care is an exciting new development, recognising the importance of health and care, for some of the most vulnerable young adults in society. The students each live with disabilities, and rely on a dedicated, motivated and supportive team of health care assistants and support workers. The Head of Care will work alongside an experienced, well-qualified team of nurses, physiotherapists, occupational therapists and assistive technologists to design and deliver highly person-centred health and care plans.

There is an opportunity to lead on more priority areas reflected by Train the Trainer status or equivalent, with current and relevant CPD being encouraged and promoted. Through working for Salutem, you will be part of a well-regarded national organisation with a wealth of knowledge and expertise, providing communities of professional practice and networks of support and training.

We offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform Salutem Extras. Some of these benefits include free online GP access for you and your family, ensuring that healthcare is readily accessible when you need it most. Additionally, our free employee assistance programme extends its support to both you and your partner, providing essential services such as counselling, financial advice, and legal guidance.

We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.

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Job Overview

To lead and manage a team of staff to ensure students' needs are met and their health needs are managed in accordance with their prescribing professional. Delegated tasks will need regular monitoring and practice checking and be part of the annual cycle of staff supervision and appraisal. The postholder will also be either the designated or deputy designated safeguarding lead and work in partnership and as part of a multidisciplinary team supporting the students to achieve their goals.

Hours 40 hours per week. Term Time only (39 weeks).
Part-time hours are pro-rata; full days of 8 hours each

Job Responsibilities

- Lead and manage compliance with policies, procedures and guidelines to provide excellence in person-centred care and support for students
- Undertake the role, duties and training associated with a Designated Safeguarding Officer for Safeguarding (adults and children)
- Support pre-entry processes to ensure the desk-based assessment of documentary evidence supports the assessment process, and accurately informs staffing and training needs where the applicants need can be met.
- Lead on care-related pre-entry processes to determine compatibility and transition support needs, in consultation with the Lead Tutor for the service
- Support the staff team to prepare person-centred care planning working directly with the learners to ensure their preferred approaches are clear and appropriate to meet the needs of learners
- Audit and approve Person-Centred Care Plans drawn up by team members using the agreed, preferred software; and approved proposed staff training and competency arrangements within the team.
- Lead on resources and audits relating to the needs of students, and ensure the high standards of hygiene and infection control are maintained

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Job Responsibilities

- Ensure staff training is effective and timely, and staff are compliant in the role they hold
- Provide direct line management to team leaders including undertaking appraisals/PDRs, supervision, practice checks and mentoring, along with a cycle of compliance audits to ensure services are fulfilling the expected standards in a sustainable way.
- Use HR Policy and Procedure to support progression, and to challenge poor or marginal performance to improve services and provide consistency for service users.
- Lead and manage Care Leadership and Management Meetings, Area meetings or other meetings where appropriate or required.
- To lead the recruitment of staff for their service and ensure on-going staff training development in a timely manner to ensure person centred care is well planned and consistent.
- Work in partnership with colleagues at site and across the organisation (Beaumont and Salutem Care and Education) level to ensure the needs of students are met, and the professional practice leadership supports are used positively
- Be the named escalation point of contact for students in the service and their parents/carers for care and support, in conjunction and partnership with the Lead Tutor and onsite leadership and MDT colleagues
- Maintain an audit and service inspection ready residential provision at all times maintaining currency with CQC and/or Ofsted Regulatory Requirements to ensure good or better provision at all times.
- Uphold the Salutem and college values, celebrating individuality through an open and accessible service, supporting and embracing diversity in staff and students in the context of Keeping Children Safe in Education.
- Participate in activities to support student transition including supporting intake assessments, completing care plans and protocols, attending internal meetings and undertaking external assessment visits.
- Have oversight of progress against Intended Outcomes and respond to areas of concern or exceptional progress to support students to achieve their potential.
- Proactively engage and promote multi-disciplinary working and communication across the college, and with external partners

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- Approve the implementation of protocols, Positive Behaviour Plans, including safe and emergency medication across the staff team.
- Audit services to ensure risk assessments are current, in place and understood by stakeholders.
- Approve reports or other documents to a standard required by Beaumont College, Salutem or other bodies e.g. Commissioners and Stakeholder
- To carry out other duties consistent with a post of this responsibility that may be reasonably requested by Senior Leaders.
- Any other duty commensurate with the post.

This is an indicative job description and should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Salutem's vision and comply with the policies and procedures of Salutem and the college. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of adults and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential;	Desirable
Professional Qualifications	<p>Level 4 or above in an agreed Health and Social care qualification.</p> <p>Have or be willing to work towards a relevant leadership or management qualification</p>	<p>Have or work towards the Salutem Excellence Programme</p>
Knowledge	<p>A clear and through working knowledge and applied understanding of the Ofsted / CQC framework</p> <p>A clear understanding of the Mental Capacity Act, DoLS, adult safeguarding and child protection in context of Keeping Children Safe in Education guidelines</p> <p>Thorough understanding of relevant legislation and codes of practice for the Specialist Post-16 arena</p> <p>Good working knowledge and application of Health and Safety, including safety in education and care</p> <p>Preparing of care plans and associated documents.</p>	<p>Champion, promote and celebrate Social Models of Disability</p>
Experience	<p>Experience in working with High Needs Students due to complex conditions and learning disabilities that require delegated tasks to be undertaken as part of an agreed care and support plan.</p> <p>Experience of supporting Ofsted / CQC Regulated Inspections* or an understanding of the standards in adult services</p> <p>Line management experience, including supporting staff to improve and ensuring probationary periods are effective.</p>	<p>Full driving licence and willingness to support student trips and visits</p>

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<p>Skills & Competencies</p>	<p>Demonstrably consistent and sustainable delivery of health, and care, along with proven competence in the delivery of delegated tasks specific to individual students</p> <p>Proven or developing service leadership and management skills</p> <p>Adherence to safe practice</p> <p>Logical and detail orientated in auditing services in own and sister services communicating clear strengths and areas for improvement in a SMART action plan which relates to the CQC Quality Statements / Ofsted Education Inspection Framework</p> <p>Production of high quality, clear and accurate Care Plans</p>	<p>Full driving licence and willingness to support student trips and visits</p> <p>Have or be willing to develop communication strategies that reflect the preferred communication strategies of individual students (eg Makaton, PECs etc.)</p>
<p>Personal Qualities</p>	<p>Excellent health and social care practitioner, holding self and others to account for excellence in services for students and service users</p> <p>Solution focused, positive and 'can-do', with empathy and understanding for service users</p> <p>Innovative and creative in providing high quality person centred care</p> <p>Ambitious for the students they work with and the teams they lead</p> <p>At ease working with multidisciplinary team colleagues and external health and care professionals</p> <p>Excellent interpersonal skills, ability to communicate effectively with internal and external stakeholders</p>	