

# Head of Specialist Services

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Service: Therapy, Nursing and PBS  
Responsible To: CEO  
Salary: £55 - £65k

## Job Purpose

The Head of Specialist Services will be a strategic lead for Nursing, Therapy and Positive Behaviour Support (PBS) across the Percy Hedley Foundation. You will be working with a talented and diverse team of people across the Foundation's Education, Residential and Adult Day Service settings to ensure we are responsive to the needs of our service users and continuously seeking ways to improve our services. The role will ensure that our specialisms continue to perform at a high standard and give an outstanding service to everyone we support within our services.

We know that delivering integrated support to our clients sets the Foundation apart when supporting our children, young people and adults and is a highly valued part of what we do here at the Foundation

## Main Duties

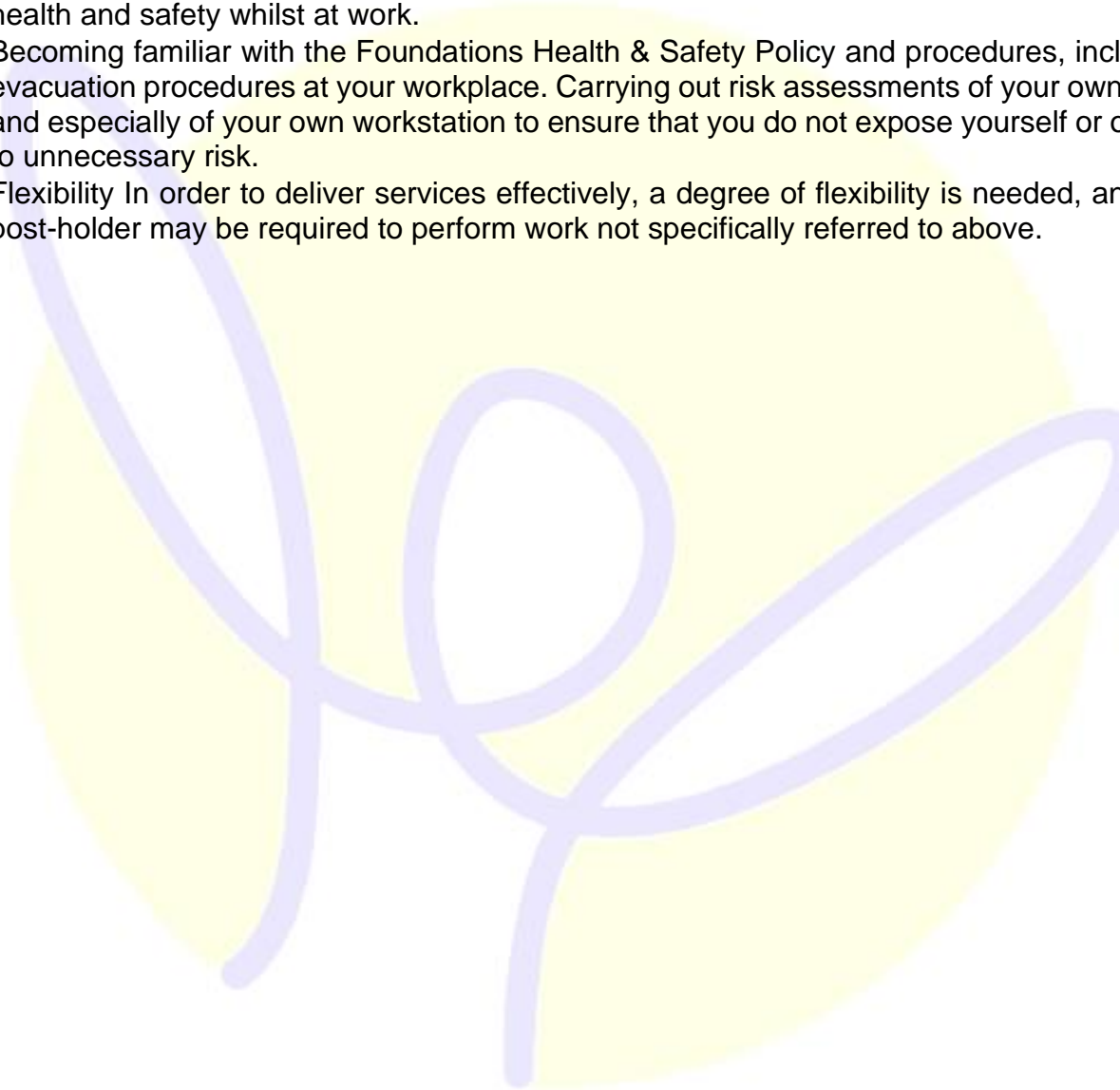
### Management and Development

- Good leadership and sound line management of Lead Nurse, Lead Therapists, NAPPI and PBS Lead across foundation services on their day-to-day work, supporting them to do their work safely and effectively and providing them with regular supervision according to procedures ensuring that they are motivated and helping them to manage the emotional impact of the work by directly supporting them.
- Support the delivery of services to ensure they provide high-quality services.
- Responsible for the recruitment and training of the team in accordance with service needs and funding requirements
- Support the CEO and executive team with strategic development and service implementation. drawing up service budgets, managing objectives to be achieved by the team, including outcomes and impact measurement and ensure that these support the achievement of the Foundation's strategic objectives.
- Ensure quality of Specialist Services (Nursing, Therapy, PBS) across the foundation
- Be responsible for ensuring policies are complete and reviewed regularly
- Introduce and embed an internal quality framework used across the foundation supported by external professionals as appropriate to provide assurances that all professional standards are being met
- Arrange links with external bodies to provide clinical supervision for lead therapists and lead nurse
- Monitor training data and work closely with PHF training team to ensure adequate numbers of trained staff at all times in specialist support areas (M+H, PBS, NAPPI, Dysphagia)

- Establish and maintain effective communications across all Foundation settings, supporting the Foundation executive team and contribute to service plans and whole foundation strategy for Specialist services
- Overall responsibility for therapy equipment inventory and management
- Foundation lead for IPC

### Health & Safety

- The post-holder is responsible for: cooperating with the Foundation in delivering all legal responsibilities in respect of your own and your colleagues', volunteers', clients' and others' health and safety whilst at work.
- Becoming familiar with the Foundations Health & Safety Policy and procedures, including evacuation procedures at your workplace. Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.
- Flexibility In order to deliver services effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above.



# Person Specification

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## Essential Criteria

- Skills, Knowledge and Experience
- Excellent written, presentation, communication and numeracy skills
- Good IT skills
- Good organisational and administration skills
- Able to work effectively as an individual and as part of a team
- Motivation of self and others
- Able to work under pressure and meet deadlines
- Able to problem solve and maintain a positive attitude
- Able to meet the challenges of working with young people whose needs are complex
- Evidence of the ability to manage a team within an education, therapy or residential setting
- Working knowledge of H&S, Safeguarding and E&D in relation to education and/or health and social care sector
- Able to monitor, analyse and report on KPI's
- Specialist knowledge of services to support disabled people and/or their families
- Experience of working with people with disabilities
- Knowledge and understanding of person centred approaches
- Experience of multi-disciplinary environments and approaches
- Able to carry out risk assessments
- Experience of working in a specialist setting or LLDD provision
- Experience of managing a budget and resources
- Evidence of working in/managing a multi-disciplinary team

## Qualifications and Training

- Educated to Degree Level in a relevant area
- English and maths at Level 2 or above e.g GCSE grade A-C
- Evidence of recent commitment to CPD

## Personal Qualities

- Ability to work independently and manage own workload
- Capacity to adapt to changes in role and in profile of service user cohorts (children and adults)
- Commitment to achieve agreed targets and work objectives
- Commitment to own personal development

## Desirable Criteria

### Qualifications and Training

- Training in use of PBS or relevant techniques to support those with behaviours that can challenge
- Background in health or therapy delivery services

# Organisational Standards

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The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

## Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

## Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

## Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

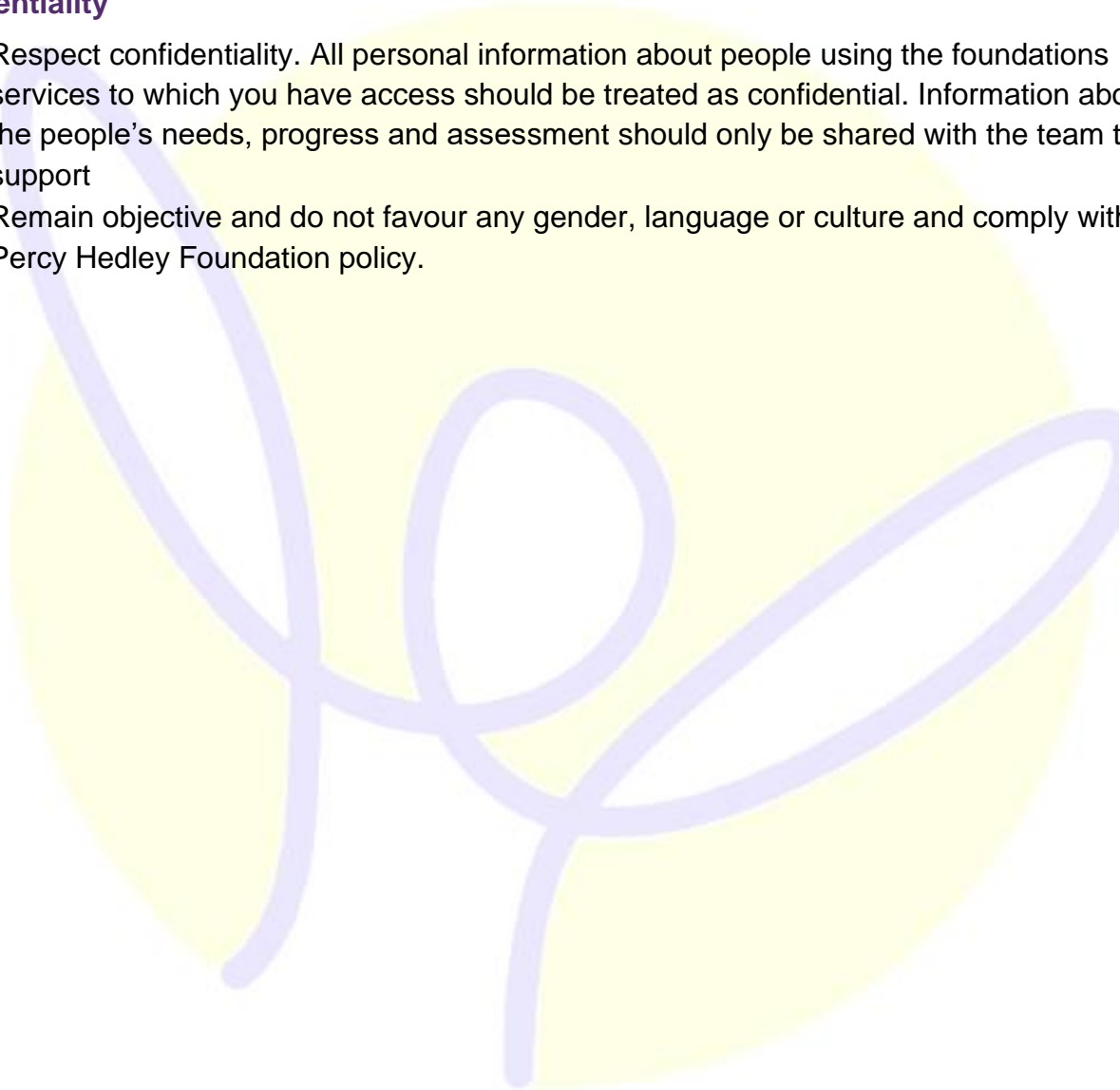
## Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### **Confidentiality**

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.





## About Us

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We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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