



Job Title: Special Needs Centre Manager (Maternity Cover)
Hours: 37.7 hours a week (including Weekends, flexibility required)
Location: Harrow
Salary: £32,000 per annum – permanent

The role:

The Centre manager is responsible for the delivery, development and management of a range of high-quality services for children and young people (5 to 25 years) with learning disabilities within an Ofsted inspected learning environment.

Activities take place both in the community and our Centre with after school, weekends and holidays and within an Outreach offer.

You will be the main point of contact each day and be part of the team who leads and delivers sessions to children both in the center and the community.

You will be required to work flexibly including occasional weekends, though the school holidays and participate in out of hours on call arrangements.

Safeguarding children will be your priority.

- You will Speak Up against practices that don't support safeguarding or KCA Values.
- Always ensure that ratio and risk assessments are met.
- You will make observations of staff practice ensure risk assessments of children are followed in activities both in the center or the community.
- You will be part of the safeguarding team within the setting and build relationships with children to allow them to be heard.
- You will be accessible to staff and children in order to listen and act on worries and concerns.
- You will be a DSL for KCA
- Review incidents and issues to mitigate further risks, spot trends and take actions which reduce future incidents
- Working with other stakeholders of vulnerable children to monitor wellbeing and identify possible safeguarding issues which may be outside KCA setting

Environment and Health and Safety

You will ensure that the environment offers an inclusive experience to all children and that the relevant resources are in place to meet a fun learning experience.

You will ensure that KCA is a clean and welcoming environment, with well-kept resources.

You will maintain high standards of health and safety which are compliant with all environmental health and health and safety at work policies as well as managing COVID.



Staff

You will be instrumental in the recruitment and support of team members at all levels and roles. You will have overall responsibility for services and staff, ensuring they are performing to the highest standards through observations and feedback, planning, accessing and delivering training, and Induction, supervision and appraisals.

You will promote KCA's excellent standards in every part of your role. Monitor activity planning, observation and assessment procedure.

You will manage your team and organise training/meetings to keep them up to date on procedures and practice and challenge any behaviors or practices that go against KCA's values.

You will role model and monitor the delivery of rich play learning opportunities and exceptional care that meets children's individual needs.

You will appraise and manage the team keeping them motivated whilst also addressing any issues in a timely manner to create a positive culture which isn't afraid to challenge.

Administration

You will work within the agreed framework of KCA policies and procedures, including budget limitations.

You will have to complete all office-based duties including

- Financial management
- Staff rota management
- Communication
- Children's profiles and information needed to meet needs
- Registers

You will audit children's records ensuring they provide an accurate, account of the child's current development needs and ensure staff are providing appropriate activities.

Partnership

You will get to know the families at and create a trusting rapport with parents and be able to manage parental complaints/concerns in an efficient timely manner.

You will become part of the 'team around the family' model: working in close partnership with families, schools, social services, CAMHS and mainstream settings in Harrow.

You will create opportunities to consult with families and children to develop the service around the needs of these stakeholders

You will work closely with local Schools to form a close partnership which encourages each child's development and solves challenges as they arise.



You will liaise closely with local authority commissioners and social workers to meet the terms of the contract and needs of referred individuals within agreed packages but also advocating for change where needed

You will also work with partners within the organization including the Family services team, Marketing and Fundraising, facilities team, HR and Finance. These departments and individuals are there to support the operational delivery of KCA and the charitable aims.

Ensure that KCA receives excellent outcomes in internal audits and those of external agencies such as Ofsted or local authority.

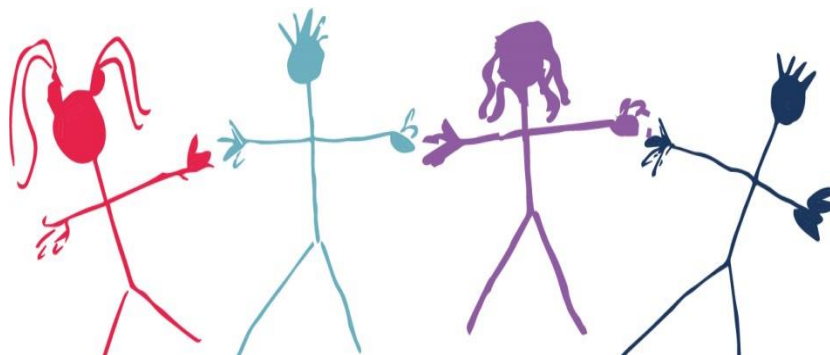
Child development

You will be providing specialist care and exciting learning opportunities through play activities to children with significant support needs, including learning and physical disabilities, communication, behaviors that challenge.

You will be supporting a positive approach towards behaviours that challenge. You will offer your experience and expertise to staff by supporting staff to understand the child's behaviour support plan and by demonstrating positive interactions. You will be assessing behavioural needs and develop support plans.

You will understand the framework of child development and develop methods of monitoring progress towards key stages and exploring new ways of helping each child achieve their potential

In order to deliver the service effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post. The post holder will need to manage a busy service during school holidays and annual leave may be limited during that time.



Qualities	Essential	Assessment Criteria
Education / Qualifications		
1	Recognised education / child care qualification to NVQ Level 3 or higher held at least 2 years. At least one year of management experience in child care or education setting. At least 4 years work experience in child care / education. Leadership and Management Level 5 qualification desirable or willing to work towards	Interview qualifications evidence references
Experience		
2	Induction, training, supervision and coaching. Strong leadership and management skills.	Application, Interview, written test
3	Experience of working with children with or without disabilities and planning within positive play and youth activities. Experience of behaviours that challenge. Training in Descalation	Application, Interview written test
4	Demonstrable experience of delivering Good / Outstanding provision to children.	Application, Interview
Skills		
5	Visionary approach to planning and delivery of play activities which are fun, stimulating, inclusive and maximize achievement for every.	Application, Interview written test
7	Strong communication skills with the ability to communicate effectively to a variety of different groups.	Application, Interview
8	Ability to record, monitor and evaluate.	Application, Interview
Knowledge		
9	Knowledge of the Children's Act, Ofsted Standards, Early Years Foundation Stage, SEND legislation and Children and Families Act.	Application, Interview
9	Able to deliver high standards in meeting health and safety requirements and an ability to ensure implementation of all relevant health and safety policies, procedures and guidelines.	Application, Interview
10	Knowledge of Safeguarding processes and multiagency work and experience of leading safeguarding with the setting.	Application, Interview
Motivation and Disposition		
11	Commitment to equal opportunities, value of early intervention, diversity and social inclusion and how to apply.	Application, Interview
12	Flexible, positive, supportive can-do approach and responsive in a crisis.	Application, Interview