**REMARKABLE AUTISM LIMITED**

**JOB DESCRIPTION**

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| **Job Title:** | Head of Therapy and Clinical Services |
| **Responsible to:** | Chief Executive Officer (CEO) |
| **Directly Reporting to:** | Chief Executive Officer (CEO) |
| **Staff Reporting Directly to Head of Therapy & Clinical Services:** | Speech and Language Therapist, Occupational Therapists, Rebound Therapist Lead, and Music Therapist. |
| **Hours of Work:** | Monday – Friday, 37.5 hours per week, 52 weeks |
| **Salary:** | NJC Scale, Points 42-48 |

**Overview of Role**

Remarkable Autism Limited is going places, having been focused on its school and college throughout its 50-year history the organisation is now in a position to develop new services in the communities that it serves. An opportunity has arisen to join our Senior Leadership Team in this valuable role, as Head of Therapy and Clinical Services, you will provide leadership, management and operational support to our team of Occupational Therapists, Speech and Language Therapists, Rebound Therapist and Music Therapist. You will lead on the development and implementation of a strategic plan for this area of the organisation to ensure that we make the most of our therapy and clinical expertise and resources.

**Main Purpose of the Post**

1. To provide leadership, management and operational support to the Therapy/Clinical Team
2. Ensure that there is effective communication between the therapy team and other departments of the organisation
3. Establish and deliver a strategic plan to develop the scope of the Therapeutic/Clinical Services both internally and externally
4. To ensure the delivery of a first-class quality service to students, parents, staff and external professionals.
5. To monitor the efficacy of the services provided and to share this as required
6. To adhere to all policies as validated by the CEO, Head Teacher, Governing Body and Trustees.

**General Responsibilities**

Under the direction of the Chief Executive Officer

1. Attend Governors and Trustees Meetings when required
2. Negotiate and influence strategic decision making within the Organisation’s Senior Leadership Team
3. Promote the wellbeing of the staff as well as the pupils and be effective in safeguarding duties
4. To attend staff meetings, INSET, extended school services and special events/celebrations as requested by the CEO or Senior Leadership Team. Some of which may take place outside normal working hours.

**Specific Duties and Responsibilities**

1. Work closely with the Therapy/Clinical team to ensure that each student has a comprehensive therapy plan that meets the needs outlined in their EHCP.
2. Ensure that referrals to the therapy department are well managed and co-ordinated across all departments.
3. Provide leadership and management to the Therapy Team, including daily support and guidance (as required), supervisions, annual appraisal and facilitating team meetings.
4. Ensure that quality training is delivered as required to staff, students, parents and other professionals.
5. Maintain effective monitoring systems and records of the therapy/clinical services that are delivered through the team and how effectively these are being used throughout the organisation.
6. Ensure a high-quality therapy/clinical service is delivered consistently through regular Quality Assurance checks (on therapy/clinical sessions, case notes, written reports etc.), and procedures.
7. Oversee the delivery of therapy/clinical services across all departments
8. Explore and develop business opportunities to extend the reach of the therapy/clinical services outside of Remarkable Autism Ltd.
9. Explore and exploit links within the local community to facilitate the application and generalisation of skills beyond the school/college setting.
10. Provide therapy/clinical services as required during some periods of school closure (e.g., Holiday Clubs).
11. Provide therapy/clinical support for students and their families in their homes as required.
12. Acting as budget holder for the Therapy Team, plan, manage and monitor expenditure.
13. Participate in the preparation and implementation of the annual business plan.
14. Maintain own professional development in line with obligatory professional standards and be registered with HCPC, RCSLT/RCOT.
15. Keep abreast of latest therapeutic/clinical research and interventions and disseminate knowledge as appropriate.
16. Support clinical student placements and ensure the correct procedures are followed relating to these.
17. Attend whole organisation staff meetings, INSET days and parents' meetings as required. (Please note that whilst some of these may take place outside school hours, they are essential to maintain continuity, good communication between staff and parents and consistency in dealing with behaviour support).
18. Occasionally attend tribunals to represent the organisation and provide information relating to the therapy/clinical services we offer.
19. Ensure that the therapy/clinical services team continue to contribute to the whole Remarkable community, by organising/participating in themed days and fun activities.
20. To be aware of all the organisation’s policies with particular focus on those relevant to the post (i.e., Therapy Policy, Rebound Therapy Policy, Health and Well-being policy etc.). It is also a requirement to become familiar with the ‘whistle blowing’ policy and ensure that corporal punishment is **NOT** used at **ANY** time and that any incident witnessed, or cause for concern is reported to senior staff.
21. To become familiar with and observe the Health, Safety and Fire regulations, attendance, discipline and grievance procedures, and any other policy or guidelines which may bear on proper legal and safe job practice.
22. To maintain strict confidentiality concerning individual students and their families.
23. To undertake specific tasks as required by the Chief Executive Officer.

**Support for the school/colleges**

1. Ensure that matters concerning individual students are kept strictly confidential to the organisation.
2. Ensure that no person inflicts corporal punishment, anti-social or unprofessional behaviour at any time.
3. Maintain the highest degree of personal and professional integrity at all times.
4. Become familiar with the fire, health and safety regulations and ensure they are strictly observed.
5. Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading

**Common Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.

**NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**

1. Ensure all students have equal access to opportunities to learn and develop.
2. Attend staff meetings, parent's evenings/workshops and planned after school events as required.
3. Contribute to the overall aims, ethos and work of Remarkable.
4. Appreciate the role of support and work with other professionals e.g., Teachers.
5. Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g., behaviour support meetings, staff meetings, parents’ evenings and annual reviews, some of which will take place out of school hours.
6. Set a good example in terms of professional image, punctuality and attendance.
7. Participate in training, including INSET days, external courses and conferences in order to keep abreast with current trends and ensure continued professional development.
8. Ensure that corporal punishment is **NOT** used at ANY time.
9. Carry out specific tasks as required in the role of Head of Therapy/Clinical Services.

**Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018 (Regulated Activities) Regulations 2014**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive Officer, Head Teacher, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company’s Safeguarding Prevent procedures.

Remarkable Autism Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower’s own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

**Additional information**

The work at Remarkable for those working directly with the young people can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team TEACCH, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the, sometimes, necessary holds in a reasonable and proportionate manner).   Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Remarkable Autism Ltd. However, you should make Remarkable Autism Ltd aware of any adaptations required to enable you to undertake the work.

**Confidentiality**

Maintain confidentiality for all areas of Remarkable Autism Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

**Remarkable Autism Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Remarkable Autism Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed…………………………………………………………………………………………

Date……………………………………………………………………………………………