

Ascendancy Partnership Trust

Job Description & Person Specification

Head of Therapy Hub (Service Manager – Central Therapies)

Introduction:

Ascendancy Partnership Trust (APT) is a newly-formed multi-academy trust (MAT) with deep community roots across the Berkshire area, composed of three all-through SEND schools specialising in learning difficulties: Addington, Brookfields and Manor Green School. The Trust is also in the process of building two, 120 place, free schools with the DfE: one for pupils with learning difficulties and one for pupils with SEMH difficulties.

Our mission is to provide the best possible education for children and young people (CYP) with additional and complex needs in both special and mainstream schools. We believe in an integrated therapy approach in the classroom that complements our bespoke curriculum and will augment the existing offer from CYPIT through the provision of a Therapy Hub.

Purpose:

The post holder will be the senior professional responsible for managing the four therapy disciplines with specific responsibility for the management of the speech and language therapies, physiotherapy, occupational therapy, and creative arts psychotherapy services, such as art, drama, music and play therapy across Ascendancy Partnership Trust, reporting to the Director of Education.

The operational role of Head of Therapy Hub will require the post holder to ensure their service will:

- o Deliver an efficient and effective therapy services model to children, young people, and their families.
- o Ensure appropriate financial control of services.
- o Devise, develop and implement the service model in each discipline in order that it adapts to changing needs and priorities.
- o Provide strong professional leadership.
- o Ensure effective performance management of the group of Clinical Leads.
- o Adopt clinical governance and best practice principles in the delivery of service in partnership with the Clinical Leads in each discipline.
- o Liaise effectively with external providers commissioned by local authorities, such as the NHS.

In addition, the Head of Therapy Hub will support APT with strategic development of therapy hub in APT schools. In this role, they will ensure:

- effective coordination and cohesion of the whole therapy hub
- that the four disciplines work in a collaborative manner to ensure best outcomes for all children and young people in APT

- the production of an overall development plan that sets out clear vision, strategy and direction for the APT Therapy Hub
- an active contribution to the APT's professional development programme that is aimed at increasing the understanding, skills, and knowledge of all staff across the organisation
- the management of the Therapy Hub budget is done in such a way that is commensurate with best outcomes for children and young people and ensuring that therapeutic needs are met in a holistic way and are integrated into the schools' curriculum
- active collaboration with the headteachers and other senior leaders to deliver the overarching aims for the APT Therapy Hub as set out in the Schools and Services Development Plan and the Trust Improvement Plan.

Summary of the main duties and responsibilities

The post holder is responsible for promoting a culture of collaboration between education and therapy services (internal and external) in order that the children and young people achieve their potential. The post holder is responsible for the day-to-day management of the budget and staffing for the hub as delegated by the Director of Education. The post holder will develop and maintain a clinical team structure in each discipline whereby lead clinicians have delegated responsibilities ensuring clarity of line management, efficiency and effectiveness of the therapies hub and a career progression path for therapists.

Professional Portfolio

- To be responsible for the effective operational management, co-ordination, support, and direction for the designated professional groups including service delivery, review, appraisal, case supervision, performance management, and in conjunction with senior managers, professional conduct, grievance and disciplinary management and recruitment and selection.
- To take responsibility for the management of the delegated budget.
- To facilitate service development by negotiating with partners joint funding for expansion of the service; including writing/presenting service proposals and the writing and monitoring of Service Level Agreements once funding is agreed.
- Provide professional clinical leadership and expertise to all within the respective professional groups across APT. Lead by example, with authority to change practice and improve care for children and their families.
- Demonstrate sound understanding of Clinical Governance and Risk Management and apply to the work situation and professional team.
- To be accountable for Clinical Governance (CG) across the service group, providing an annual report on CG activity within the services: e.g. appropriate management of case records, evidence of mandatory and training / continuing professional development; evidence of staff membership of Health and Care Professions Council (HCPC) and of relevant Special interest Groups, to ensure

the service reflects evidence based practice and makes best use of professional resources and ensure the implementation of all clinical governance requirements within clinical practice across the service.

- Take a lead in ensuring that the implications of all local and national strategies and policies are interpreted appropriately for the profession, using this interpretation to assist decision-making within the therapy services.
- Lead on the setting and monitoring standards for clinical practice and ensure professional teams have the right skills to deliver a high-quality service.
- Lead on the audit of standards of clinical practice.
- Promote and facilitate a research and audit culture within the team. Monitor research activity and report on findings.
- Work in collaboration with senior managers to identify workforce development and CPD needs for the professional team.
- Responsible for maintaining own competency to practice through continuing, professional development activities including reflective practice, review of relevant literature, peer review, maintenance of a personal portfolio and the attendance of relevant training courses as identified within a personal development plan.
- To be responsible and ensure that annual appraisals are completed and training needs identified and documented within the professional group, and that objectives support the service and the professional development of staff.
- Establish a clinical supervision structure for the therapies team.
- Act as a link to universities and other higher education institutions, as appropriate, in relation to the effective and successful placement of students.
- To collaborate with senior managers to develop and maintain a comprehensive training package for all Academy staff.
- To undertake an appropriate clinical caseload.
- Work from a variety of locations as required, ensuring professional clinical leadership across the whole team and a visible presence across the profession.

Service Delivery

- To develop and maintain an effective and efficient clinical structure across the therapies service. To ensure that a clear and coherent career progression path is available to all therapists. To establish clear line management.
- To analyse, monitor and support the service in prioritising service demands across the APT to make the optimum use of resources. This may include discussion with senior managers to vary services and then relay this information to staff, service users and their families.

- To be responsible for the development and maintenance of information systems to the accurate collection, monitoring, reporting, and analysis of service activity data in order to strategically plan, evaluate and implement the resources of the Therapies Hub.
- To ensure that the services in the Hub maintain and monitor all written and electronic records and activity data in accordance with Professional and APT standards and requirements.
- Responsible for the development, implementation and review of relevant policies, procedures and guidelines throughout APT and respective professional group service.
- To initiate, lead and contribute to strategic working groups across APT to ensure the development and improvement of service delivery.
- To collaborate with senior managers to investigate all complaints relating to the Therapy Hub ensuring compliance with APT's complaints procedure. Advise staff on complaints management procedure ensuring correct procedure is followed. Review outcomes of complaints to determine how service delivery can be adjusted to facilitate learning and to promote service development.
- To prioritise own workload, adapting to changing circumstances and conflicting priorities. In addition, monitoring and supporting the team in prioritising their workload to make the best of the resources within the Academy.
- Work closely with the Director of HR to develop and oversee the staffing structure and recruitment required for effective management of the Therapy Hub.
- To collaborate with senior leaders to ensure that therapists train education staff in class in specific therapy strategies, including modelling best practice.

Communication

- To communicate effectively highly complex information in an understandable format to ensure collaborative working with APT staff and internal and external agencies including NHS providers or any other therapy service provided by the local authority.
- To promote the Therapy Hub within APT and with internal and external agencies, which may involve the provision of informal and formal presentations to both individual and large staff groups.
- To initiate and maintain communication links with other nationally recognised, experts and senior managers.
- To be highly skilled in communicating effectively with the therapy teams, education staff, children and young people, their parents and carers and be able to deal appropriately with complex and sensitive information. This will involve using a range of communication skills, including tact and empathy, and awareness of barriers to communication.

- To communicate with empathy, complex information in an understandable format for therapy teams, partner agencies, children/young people, their parents, carers, and other members of the multi-disciplinary team.

Ascendancy Partnership Trust
Person Specification
Head of Therapy Hub

Person Specification	
Education/Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree Level ▪ Registered with Health & Care Professions Council ▪ Appropriate range of postgraduate clinical education 	<ul style="list-style-type: none"> ▪ Active participation in a relevant interest group ▪ Publication in professional journal
Experience	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Work as registered therapist with minimum of 3 years' experience as a therapist ▪ Experience of managing a multidisciplinary team ▪ Understanding of leading clinical and organisational audit ▪ Experience of having supervised and managed staff ▪ Evidence of innovation ▪ Experience of leading change management ▪ Evidence of collaborative working and joint planning across multidisciplinary/multi-agency boundaries ▪ Experience of representing the therapy profession in public/professional arena ▪ Evidence of involvement in strategic planning ▪ Experience of developing and implementing guidelines and standards ▪ Ability to present to large groups ▪ Clear understanding of Safeguarding and Child Protection responsibilities and procedures within schools ▪ Experience of identifying and managing risk and planning appropriate intervention 	<ul style="list-style-type: none"> ▪ Previous Senior Manager position ▪ Experience of managing substantial service change ▪ Experience of integrating user participation in service development ▪ Experience of budget management
Skills & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ▪ The ability to discuss the clinical reasoning process in the management of complex cases ▪ The ability to demonstrate critical appraisal skills ▪ The ability to identify and act upon adverse clinical signs ▪ The ability to facilitate reflective practice and learning in others ▪ The ability to manage complex personnel issues 	

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| <ul style="list-style-type: none">▪ Excellent communication skills both verbal and written when interacting with members of the team, other professionals, clients, and their families▪ The ability to articulate a strategic vision▪ The ability to manage complex organisational relationships▪ Commitment to research▪ Competency in IT applications▪ The confidence to speak in senior multi-agency arenas▪ The ability to lead and work effectively in a team environment▪ The ability to create service documentation to a corporate standard▪ Evidence of initiative▪ Good organisational skills▪ Excellent time management▪ The ability to demonstrate advanced negotiation skills▪ The ability to lead discussion on the challenges facing the therapy services▪ Politically aware▪ The ability to prioritise and manage complex work responsibilities▪ Awareness of relevant national and local clinical guidelines▪ Evidence of Continuing Professional Development▪ Car owner with business insurance to drive between school sites. | |
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