

## JOB DESCRIPTION

<b>Post:</b>	SEND Therapy and Care Lead
<b>Responsible to:</b>	PTL Learning Support and Inclusive Practice
<b>Salary:</b>	£25,888 - £27,557 pro rata (£23,041 -£24,527 per annum) Scale 5 point 25 - 28 37 hours, Term Time 40 Weeks
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service
<b>Main Purpose of Job:</b>	<p>As the therapy and care lead you will be responsible for sourcing, planning and overseeing the specialist and targeted sensory, medical and/or physical support provision for learners.</p> <p>To maintain high levels of knowledge around the areas of need and best practice to ensure our learners physical, medical and personal needs are met.</p> <p>To work closely with and liaise between specialist professionals and college staff to ensure the accurate implementation of individual therapy plans as directed by the specialists e.g. speech and language therapy plans, physiotherapy plans, occupational therapy plans.</p> <p>To ensure the provision stated in various paperwork re: sensory, physical and/or medical needs e.g. EHCPs, care plans, action plans, sensory reports etc is met by ensuring the provision/delivery of suitable training, rooming, staffing.</p> <p>To lead on and ensure staff act with diligence, vigilance and kindness to ensure that our learner's voice, dignity and safety is upheld at all times. In addition, to ensure that learners' independence and advocacy is encouraged and planned for at every stage.</p>

Ensuring all required training is available to the required staff, changes to practice are communicated and best practice is shared. To deliver training to staff e.g. epi-pen administration, manual handling, intimate care with an emphasis on consent, advocacy and independence wherever possible.

To ensure all policies, procedures, guidance and processes are adhered to in line with statutory and other guidance to safeguard learners.

To contribute to the writing of and safe implementation of medical risk assessments, medical action plans, personal emergency evacuation plans, intimate care plans, individual risk assessments etc.

## **Specific Duties:**

Your typical duties as the Therapy and Care Lead will include:

To review each EHCP and identify outcomes and provision which relates to therapy and/or physical/medical care to the Programme Team Lead.

To keep a weekly timetable of all therapy and care activities across all campuses.

To source, arrange and deliver training in a way that ensures required staff can access it in advance of their work with students.

To support and mentor staff to support them to develop confidence and a consistent approach.

Maintain a culture of appropriate language and communication of intimate and personal care needs.

To be the key person to deal with day to day concerns re: therapy, care, medication administration on campuses as required.

To matrix staff training and learner need to ensure skills of team meet the needs of learners.

To quality assure and audit the provision of specialist and physical/medical support e.g. through session observations, feedback from stakeholders,

measuring progress made.

To contribute to regular meetings on a weekly basis including EHCP reviews.

To work closely with the PTL, SEND operations officer and other staff to develop processes, pro-formas templates.

To maintain a log of all professionals and ensure they are registered as peripatetic.

To be based at our Truro Campus but to visit our other campuses weekly to maintain a presence that ensures an understanding of the needs of each campus and to support and observe all therapy/care activities.

To support and promote the college's focus on an inclusive learning environment for all and ensure all activities you undertake are conducted with this in mind.

To work with college staff where needs change or are different to those planned for and provide training and support accordingly.

To work within existing systems and develop these further to continually develop our process and initiatives.

To provide regular reports on incidents, near-misses, totals of categories, areas of strength and development to the PTL and others as required.

## **General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### SEND Therapy Care Lead

Ideally, the person appointed will have the following skills and experience:

- We are seeking a skilled and diligent professional with extensive experience working with people with complex, profound, physical and/or medical needs.
- Industry experience of training staff with proven experience of looking beyond paperwork to find the learners' voice and ensure therapies are personalised and tailored.
- Exceptional communication skills; including an ability to forge new relationships while also provide constructive feedback and challenge where needed.
- An understanding of safeguarding, particularly of vulnerable adults and those with high needs, SEND, Medical and or physical needs.
- Must hold a level 3 or above qualification and ideally be qualified to Degree Level
- Hold maths and English grade 4/C or above.
- To be proficient in the use of a variety of ICT systems.
- Current full, clean UK Driving Licence.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.

