

## Job Description

### Programme Coordinator No Limits

The Programme Coordinator is responsible for designing, developing and managing the delivering of outcome focused, personalised educational programmes for young people with a learning disability and/or autism. Learning programmes are delivered in the context of the young person's local community or at a college base; as such Programme Coordinators manage a staff team who work across a wide geographical area.

You will be part of the No Limits leadership team and will be accountable to the Programme Manager for the delivery of high quality individual learning programmes, implementation of the No Limits Curriculum, effective resource coordination, and leadership of a team of Community Teaching Assistants.

You will also be required to be flexible in your working hours, ensuring visible leadership, and participating in an on-call rota.

You will be accountable to the Programme Manager.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

## Learners

- Deliver engaging teaching sessions.
- Lead others to ensure all aspects of programmes for learners you have responsibility for are delivered effectively and safely. This includes creating and providing Community Teaching Assistants with high quality Schemes of Work, Teaching Plans and Risk Assessments.
- Ensure all learners you have responsibility for have an effective Individual Learning Plan including personalised learning targets, person-centred information about the learner and appropriate positive behaviour support, communication and other specialist strategies.
- Agree and monitor the achievement of learning outcomes that will best prepare each individual learner for their future, including employment and accreditation outcomes where appropriate.
- Prepare for, attend and chair Education, Health and Care Plan (EHCP) reviews, transition review and multi-disciplinary meetings for the learners you have responsibility for.
- Ensure learners are supported to have a voice and be actively involved in decisions about their learning and the running of programmes including through effective tutorials and participation in EHCP reviews.
- Make timely referrals for additional support (MacIntyre and external) in response to identified unmet needs.
- Respond effectively to warning signs or reported concerns of a safeguarding nature in line with MacIntyre Policy.
- Communicate regularly with learner's families or carers.

## Our Staff

- Be a role model for excellent special educational practice and an advocate for MacIntyre.
- Be involved in the recruitment, selection and induction of staff and volunteers, acting as Appointing Officer as requested.
- Line manage, coach, train and mentor a team of Community Teaching Assistants, providing ongoing support and development.
- Ensure your team complete the Personal Development Portfolio (PDP) within their probationary period.
- Support your team with their continuous professional development and ensure they have an appropriate training pathway to enable them to develop in their role.
- Be accountable for the standard of practice within your team.
- Ensure that each team member has regular observations of their teaching, supervision and an annual appraisal.
- Support the wellbeing and resilience of members of your team both pro-actively and by ensuring appropriate post-incident support in line with MacIntyre's Staff Wellbeing guidance.
- Organise and lead team meetings as agreed with the Programme Manager.
- Ensure that staff are working in accordance with MacIntyre Policies, relevant codes of practice and governing legislation and address poor performance in line with these policies when this is not the case.
- Plan and participate in the on-call rota.

## Quality

- Be personally responsible for the standard and quality of your teaching and practice in accordance with MacIntyre's DNA and Policies.
- Contribute to the development and implementation of the No Limits Curriculum including through the development of high quality Schemes of Work.
- Be accountable for the implementation of high quality teaching, learning and assessment for your allocated young people.
- Develop, maintain and nurture positive relationships with key stakeholders; parents/carers, School and College partners, Local Authorities, and any other partners as required.
- Support the Programme Manager in the process of rigorous self-assessment and the delivery of the Quality Improvement Plan.
- Carry out quality assurance activities as requested and in response to identified needs.
- Collect and analyse key data on learner assessment progress, and report interpretations to the Programme Manager.
- Promote equality and diversity.

- Foster links with the local community, supporting the Programme Manager in strengthening community inclusion and shaping the future of the No Limits programme.
- Understand and respond to changes in regulatory frameworks, local and national policy and other drivers, keeping abreast of national, corporate and local developments which may impact on delivery.
- Ensure that all relevant records are completed and maintained for your area of responsibility.
- Be part of the MacIntyre leadership team including attendance at meetings, training events and conferences which may be located at different venues around the country.
- Participate in annual appraisals and regular supervision and undertake agreed actions.
- Be responsible for your personal and professional development by developing skills and competencies that assist in the delivery of current duties, including participation in relevant training.
- Be part of the MacIntyre management team including attendance of meetings, training events and conferences which may be located at different venues around the country.

### Sustainability

- As part of the team, ensure the efficient deployment of staff, financial and physical resources throughout the provision.
- Manage allocated budgets, ensure proper use, accounting and reporting of all finances, in line with MacIntyre's financial procedures.
- Maintain the confidentiality of information and adhere to all MacIntyre's policies and procedures.
- Communicate in a professional and courteous manner.
- Be aware of your responsibilities in accordance with the Health and Safety at Work Act

### Leadership in MacIntyre requires you to

1. Be person centred in your approach
2. Be visible, accessible, approachable and to "roll your sleeves up" when needed
3. To behave in a way that demonstrates you take ownership and responsibility

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
Teaching Qualification or Diploma in Education L5			X	X
Level 3 EAT and Experience of teaching	X	X	X	X
Minimum Level 2 English and Maths qualification			X	X
Evidence of further professional development in area related to SEND	X	X	X	X
Experience of planning, developing, delivering and implementing learning programmes for young people with complex SEND in both classroom settings and community based learning	X	X	X	X
Experience of supporting young people with behaviours of concern and implementing Positive Behaviour Support strategies				
A commitment to a Person Centred Approach that is focussed on the needs and aspirations of people we support placing them at the centre of all planning	X	X	X	X
Experience of working with multi-disciplinary teams such as S&LT, behaviour support and OT			X	
Effective communication skills, both written and verbal	X	X	X	X
Experience of leading others, for example coaching, mentoring and / or supervising and appraising staff		X	X	X
Ability to identify and address learning and development needs of others		X	X	X
Experience of motivating and inspiring a team and others through your actions		X	X	X
Ability to facilitate a culture of self-advocacy and co-production	X	X	X	X
Skilled in identifying and accessing local networks and resources to support people to engage with new experiences and activities	X	X	X	X
Experience of developing and maintaining effective working relationships with a wide range of stakeholders			X	X
The ability to understand issues from others view points and build an atmosphere of trust and openness	X	X	X	X
Experience of giving and receiving (then acting upon) honest and constructive feedback		X	X	X
Working knowledge of current legislation and guidance including SEND Code of Practice, OFSTED, Safeguarding, Equal Opportunities, Health & Safety and GDPR	X	X	X	
Experience of managing available staff and other resources effectively	X	X	X	X
Ability to work under pressure and meet stated objective			X	X
Ability and confidence to make difficult decisions and to communicate these appropriately to your team or to an individual		X	X	X
A reflective practitioner	X	X	X	X
Current driving licence (ability to travel necessary for this post) and willingness to drive company vehicles	X	X	X	X
Ability to work flexible hours including on-call (as and when required)	X	X	X	X