

<b>Job Title:</b>	Complex Needs Practice Lead
<b>Responsible to:</b>	CEO
<b>Hours:</b>	Full time 37.5 hours – may offer flexibility for the right candidate Includes after school and school holidays
<b>Work Location:</b>	<ul style="list-style-type: none"> <li>• Portslade Village Centre, 3 Courthope Close, Portslade, BN41 2LZ</li> <li>• Extratime services (currently in Portslade, Woodingdean and Shoreham)</li> <li>• Some home-working</li> </ul>
<b>Salary:</b>	£28,000 - £31,000 FTE (37.5 hours) depending on experience
<b>Term:</b>	Fixed Term Contract – 2 years (with potential to extend subject to funding)
<b>Direct Reports:</b>	None

### Extratime Overview:

Extratime is an award-winning charity providing play and leisure activities for hundreds of children and young people with and without disabilities across Brighton & Hove and West Sussex. At Extratime clubs and holiday schemes, children and young people with disabilities, complex medical needs and conditions such as autism, have the specialist support they need to have fun, try new things and make new friends. Families consistently tell us that that Extratime is their 'life-line' and this has been especially important during the pandemic as even the most resilient families with children and young people with disabilities have been extremely isolated and vulnerable. Our virtual 'Extratime@Home' offer along with lots of other creative new ways to support families have been vital for our families and supported by our partners and funders.

The specialist care we provide broadens horizons for children and young people, and for their families, alleviates some of the extreme pressure of caring for a child with a disability.

Please check out our website to see more about us and what we do: [www.extratimebrighton.org.uk](http://www.extratimebrighton.org.uk)

### Role Overview:

This new role is part of our commitment to parent carers and the trust and confidence they place in us to care for their children and young people. It offers the right person a fantastic opportunity to make a difference for children with the most complex needs and their families.

By working closely with families, health professionals, school staff and Extratime colleagues, the Complex Needs Practice Lead will share good practice, build skills and confidence across the team, ultimately ensuring the needs of children and young people with complex needs are met and they have fun, try new things and their experience at Extratime is aligned with their longer-term EHCP outcomes.

Key areas of responsibility will be:

1. Provide point of contact for Extratime colleagues to discuss strengths, interests and support needs of individual children and young people
2. Work alongside Venue Leads (club supervisors) to build relationships with individual children and young people, provide coaching and on the job training for venue staff, and cover for Venue Leads as required
3. Lead the implementation of 'Supporting People with PMLD Core and Essential Service Standards' across all Extratime services
4. Work in partnership with Education, Social Care and NHS Health Care Colleagues to align support with children and young people's Education and Health Care Plans (EHCPs)

## **Main Duties**

1. Provide a point of contact for Extratime colleagues to discuss strengths, interests and support needs of individual children and young people with complex needs:
  - Working alongside and supporting Venue Leads (club supervisors) to develop the skills and knowledge within their teams (e.g. exploring creative ways to tailor play and activities, recognising and responding to non-verbal cues)
  - Providing coaching and on the job training as required (communication methods, medical interventions, posture support)
  - Building relationships with individual children and young people, supporting them to have a voice in decisions that affect them
  - Liaise with HR colleagues to identify and address staff development needs
  - Participate in service delivery planning and preparation (observations, register planning, needs and risk assessments, staff recruitment)
2. Lead the introduction of 'Supporting People with PMLD Core and Essential Service Standards' adapting it for all Extratime service users with SEND across all Extratime services:
  - Undertaking a policy audit and updating policies and procedures against this new quality assurance framework as necessary
  - Developing and delivering a new PMLD staff training programme (involve CYP and families, see PMLD Network / Mencap 'Raising our Sights' doc)
  - Monitoring and evaluating the successful implementation of the service standards
3. Work in partnership with parent carers, Education, Social Care and NHS colleagues to align children and young people's experience of Extratime with their Education and Health Care Plans (EHCPs):
  - Provide point of contact between Extratime, parent carers and external colleagues to share information and ensure consistent, person-centred support of children and young people with complex needs
  - Represent Extratime at multi-agency meetings (social care, health, education)
4. Remain abreast of best practice in SEND, sharing insight with Extratime colleagues
5. Use internal systems and tools to record and co-ordinate information

## **Team work**

1. Quickly develop an understanding of Extratime, our work and our values
2. Develop relationships with the Core team, Venue Leads and staff working directly with children and young people in venues, supporting and sharing information
3. Represent Extratime at occasional local and national networking events as required
4. Support fundraising activities by working within GDPR and confidentiality policies to collate and share data, case studies and images with fundraising colleagues

## **General**

1. Manage own workload and competing priorities to meet deadlines alongside short, medium and long-term objectives
2. Work within Extratime policies and procedures, with particular regard to Safeguarding, Health & Safety, Equal Opportunities, Data Privacy and Confidentiality
3. Work as part of the Core Team, supporting colleagues by sharing knowledge, best practice and contributing positively to team meetings and organisational development
4. Participate in internal and external support and supervision
5. Fulfil any other duties considered reasonable as directed by the CEO

## **Person Specification**

### **Essential Experience, Skills & Knowledge**

1. Extensive experience of supporting children or adults with complex needs, including profound and multiple learning disabilities and / or complex medical needs, including;
  - High quality communication skills with non and pre-verbal people, including understanding of Intensive Interaction, communication passports, objects of reference and the use of switches for cause and effect
  - A working knowledge of assistive technologies and equipment
  - Understanding of nutrition, eating and drinking, ideally, including ability to provide and train colleagues in the safe use and management of gastrostomies
  - Supporting people with complex medical needs including Epilepsy
  - Working knowledge of lifting and handling techniques and competent use of mobility equipment (walkers, wheelchairs, hoists)
  - Understanding of sensory needs
2. A commitment to the value of play for children and young people with learning disabilities
3. A good working knowledge of Safeguarding Children legislation, policy and good practice, and application to children and young people with learning disabilities and complex needs.
4. A willingness to participate in internal meetings and external supervision
5. Ability to digest and disseminate relevant information for policy development and staff training
6. Excellent communication, relationship management and networking skills with parent carers and colleagues from health, education and social care
7. Highly organised, efficient and self-motivated
8. Excellent IT skills, including proficient use of Microsoft office

### **Essential Qualifications**

1. Educated to A level or equivalent, including English and Maths GCSE

### **Personal Attributes**

1. A passion for inclusion and person-centred care
2. A flexible, personable and empathetic approach
3. A commitment to high standards of customer care
4. A positive, 'can do' attitude and the ability to work on own initiative
5. A keen eye for detail and a high level of accuracy
6. Ability to remain calm, confident and make decisions when under pressure
7. Ability to apply judgement as to when to escalate issues

### **Desirable Experience, Skills & Knowledge**

1. Proficient in Makaton and PECS
2. Knowledge/experience of positive behaviour support strategies, e.g. Team Teach, Maybo, PROACT SCIPr
3. Understanding of posture care

### **Desirable Qualifications**

1. Educated to degree level
2. Relevant professional qualification in health, education or social care
3. Certified in Paediatric First Aid

### **IMPORTANT:**

We will ask you to demonstrate that you have the right to work in the UK under the Asylum, Immigration and Nationality Act 2006. For UK citizens, this simply requires a UK passport.

We also require all workers to hold an Enhanced DBS certificate. If you do not have a portable Enhanced DBS, we will support you to complete the DBS registration before you can start work with us.