

<b>Post title</b>	Responsible Individual – Director of Complex Provision	<b>Department</b>	Director Team
<b>Hours per week</b>	Full time (40)	<b>Weeks per year</b>	52
<b>Contract type</b>	Permanent		
<b>Salary</b>	65 000 – 75 000 per anum		
<b>Reports to</b>	Executive Board		

### Organisation Overview

ARC schools operate ASC focused Independent Specialist Provision. As part of planned and ongoing growth and development the organisation is opening residential learning disability provision, both 52 and 38 week.

The organisations first 52-week provision is scheduled to open Spring 2025 and we are looking for an experienced individual to be a core part of the setup and development of this high quality student centred provision.

### Purpose of the role

The successful candidate will be instrumental in the detailed and very high-quality pre-registration process to embed the highest standards of care from day one.

The role holder will support the Registered Manager in developing the provision through opening to ongoing operation. As a Director within the organisation the Responsible Individual will have additional management and quality assurance responsibilities and will become a key part of the executive leadership team.

### Key accountabilities and duties

- Develop, support and ensure that all legal requirements and duties relating to the registration and operation of care provision are adhered to at all times by the organization.
- Audit the procedures and operations of the services and direct development and improvement on an ongoing basis.
- Line management and create clear supportive accountability for the Registered Manager(s) and other staff as appropriate.
- Be the Responsible Individual for care services
- Manage, review and develop the Statement of Purpose as a reflective and living document.
- Maintain and manage an effective schedule of in person quality assurance practices in registered settings.
- Proactively manage staff to create a high quality CPD focused working environment
- Ensure the highest levels of care are provided at all times
- Ensure all activities are conducted in line with the relevant legislation
- Report to shareholders on the progress of development and operation
- Support directors in other aspects of the organization through collaborative working
- Be adaptable and proactive with your own CPD to ensure an up to date and relevant knowledge of care provision and specialist education

- Making complex decisions and communicating a sound rationale and working processes
- A genuine child centered approach to decision making and always valuing and emphasis the young person's voice
- Innovative and creative solutions focused approach leading to the highest quality outcomes
- A proactive approach to maintaining the highest standards of performance and conduct
- Ability to work to commercial requirements and evidence effective resource distribution

**Duties falling within the scope of the designated hours:**

- Attend staff development events as appropriate
- Industrial/commercial and academic updating of professional and technical skills
- General administration relevant to the role

**The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post**

**Equal Opportunities**

ARC Schools will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its students, employees, and visitors.

**Safeguarding**

ARC Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

**Further information**

This Job description is current as of July of 2024.