



## Job Outline

### Practice Leader

All staff are expected to demonstrate Ark's values in their interactions with the people we support and their professional relationships with colleagues.

Ark is committed to upholding Peoples' Human Rights and supporting them to have the best life possible. To enable our staff to achieve this, we adopt the principles of Positive Behaviour Support (PBS), and this underpins our organisational approach to supporting people, staffs' practice and staff development.

#### **Purpose:**

Reporting to the Head of Practice Development, to work as part of the Practice Development Team and Care & Support across the organisation to support the development and implementation of Ark's Positive Behaviour Support Strategy and Practice Leadership approach. Initially Practice Leaders will support managers to build knowledge, capacity and resilience within their teams to adapt and deliver strong practice leadership approaches in their care and support teams.

Longer term, the Practice Development team will support the development of staff practice across a range of areas of practice, supporting the development of a competency framework.

#### **Key Responsibilities of the role:**

#### **Leadership and Governance**

- Understand Ark's organisational values, aims and objectives and ensure these underpin all activities.
- Demonstrate high standards of personal and professional integrity to ensure services deliver and respond to the people who use them.
- Be a professional role model for all staff at all levels across the organisation.
- Support decision making and work towards goals set within your team.
- Respect and value diversity across the organisation.
- Engage in proactive reflective practice and feedback in your work activity.
- Support the implementation and development of practice leadership approaches across the services and roles in the organisation.
- Build relationships that value and respect all team members.
- Contribute to the planning processes for all team activities.
- Identify and support to resolve conflicts within the team.

#### **Governance and Regulatory Processes**

- Maintain an awareness of the regulatory and legislative framework that Ark operates in.
- Ensure the work of the Practice Development Team and organisational developments are in keeping with current legislative and regulatory requirements and best practice.



- Ensure Policies, Procedures and Practices are informed by best practice and appropriate legislation and meet regulatory requirements.
- Ensure own and others' practice is conducted within the framework of Ark's core values and in line with Ark's Policies and Procedures.
- Ensure compliance with the Health and Safety at Work etc. Act 1974 and associated legislation, and in particular ensuring compliance with all relevant aspects of Ark's Health and Safety Management system, as set out in relevant policies and procedures.
- Ensure Ark's Quality Assurance processes are implemented and adhered to.
- Recognise and accept personal and professional accountability within remit and areas of responsibility.
- Ensure lessons are learned and that there is honesty and transparency in seeing the best possible outcomes for people.

### **Interpersonal Skills**

Interpersonal skills covers two main areas of responsibility:

#### ***Communication***

- Establish effective communication with your line manager and colleagues which supports and meets organisational objectives.
- Ensure organisational communications are read, understood and followed in a timely manner.
- Work to the objectives of the team internally and externally.
- Ensure good communication and links with all stakeholders in relation to your work activity.
- Manage information in keeping with Ark's GDPR policy.
- Consider that all communications within your area of responsibility are subject to Freedom of Information legislation and Ark's attendant policy.

#### ***Relationships & Partnership Working***

- Establish and maintain effective working relationships with Care and Support colleagues which support collaborative achievement of the strategic objectives.
- Establish and maintain close working relationships with Learning and Development colleagues which support collaborative approaches to staff development.
- Establish and maintain close working relationships with Ark's Autism Forum to support the ongoing development of Ark's Autism Strategy
- Establish and maintain effective working relationships with Ark's AIMS Development Manager to ensure Ark's digital system supports the strategic objectives.
- Maintain effective relationships with staff within Head Office departments.
- Support Ark's engagement at relevant external practice forums and network events in relation to work activity.
- Attend other internal meetings as required.

### **Leading Delivery**

- Support the delivery of positive organisational change across Ark's Care and Support Services.
- Support the development and delivery of Ark's PBS Strategy, policy and processes.

- Support the development of Ark's approach to Practice Leadership, building on work done to date.
- Support the development Ark's approaches to supporting people with Autism Spectrum Conditions.
- Ensure all developments are based on evidence based and best practice.
- Ensure that PBS underpins all Ark's Care & Support delivery.
- Ensure PBS personal planning processes are carried out and based on appropriate assessments and understanding of behaviours, risk assessments and developed with the supported person, family, and other professionals.
- Play a key role in staff and managers' development.
- Contribute to the development of processes that ensure that staffs' learning is embedded in practice.
- Support implementation of a programme for management development.
- Support implementation of a programme for staff development.

### **Leading and Developing People**

- Seek out opportunities and challenges for personal learning and development.
- Participate in continuing professional development activities.
- Support and promote a learning culture and embed a coaching culture within your area of responsibility.
- Contribute to Ark's performance management processes of supervision, annual objective setting and performance reviews.
- Ensure all activity is within the policies, practices and procedures of Ark.

### **Decision Making**

- Advise, inform and influence the organisation's decision-making process from a Care and Support perspective.
- Contribute your unique perspective to team, department, system, and organisational decisions.
- Ensure you can demonstrate that you apply evidence and knowledge to decision making processes.
- Ensure you can demonstrate how Ark's values inform decision making.
- Demonstrate transparency in your decision-making processes.
- Demonstrate how you will evaluate the impact of decisions.
- Organise and plan own workload.
- Exercise sound judgement in the provision of advice and guidance.

### **Innovation**

- Be innovative and commit to continuous improvement and excellence within your team and across the organisation.
- Develop and maintain an awareness of the political, social, technical, economic, organisational and professional environment.
- Understand and interpret relevant legislation and accountability frameworks.
- Anticipate and prepare for the future by scanning for ideas, best practice and emerging trends that will have an impact on social care outcomes.



- Develop and communicate aspirations for evolving and improving staff practice, service development and outcomes for the people we support.

## **Resources**

- Contribute to the effective deployment of resources (human, physical, financial, technological) to deliver agreed outcomes/outputs, identify shortfalls, and make recommendations for corrective action.

## **Person Specification**

### ***Qualifications***

- SVQ 3 Health and Social Care (or equivalent) or willingness to gain in first year.
- Have the ability and be willing to undertake and achieve additional qualifications that are relevant for the role.

### ***Experience***

- Experience of working with people who have a wide range of support needs and personal outcomes in a person-centred way in social care.
- Experience of working with people who have barriers to social inclusion and supporting them to become socially integrated.
- Experience of working with people who have experienced trauma and may have been marginalised and with people with behaviours of concern, supporting them to better quality of life outcomes and access wider opportunities.
- Has experience of working in an environment where the SSSC Codes of Practice for Social Care Workers, or an equivalent body code, is adhered to.
- Experience in risk assessment.
- Experience of taking a lead role within a team.
- Experience of supporting employees through coaching and mentoring.
- Experience of lone-working, autonomous work and planning activity.
- Has strong experience in working with organisational policies, recording systems and support planning including using IT.

### ***Knowledge/Skills***

- IT – MS Office.
- IT – E-learning and other digital software.
- Report writing skills.
- Understanding of and the skills to operate within the SSSC Code of Practice for Social Care Workers.
- Ability to coach and mentor others and successfully transferring embedded knowledge to others.
- Open and honest communication skills.
- Evidence of continuing professional development.
- Excellent interpersonal skills in order to communicate well with supported people and colleagues at all levels.
- Be able to demonstrate an accomplished level of skill used when directly supporting people.



- Must be willing to develop skills used when supporting people through reflective practice, active learning, personal and professional development, supervision, and feedback.
- Knowledge of relevant safeguarding and adult or child protection.
- Team player.
- Willingness to travel

### **Practice Leader Competencies**

- Continuous Learning
- Communication
- Teamwork
- Professional Boundaries
- Problem Solving
- Customer Service
- Leadership
- Managing Change