



 **Langdon**
Empowering independence



**DIRECTOR OF EDUCATION
AND
SUPPORTED LIVING**

Information and Recruitment Pack – May 2017

Director of Education and Supported Living

Introduction	3
About Langdon	4
Our Vision and Mission	4
Our Values	4
Our Jewish Ethos	4
Langdon College	5
Langdon Community	5
Job Description	6-7
Person Specification	8
Salary and Conditions of Service	9
How to apply	9

Introduction

Thank you for your interest in the position of Director of Education and Supported Living at Langdon in Manchester. We hope you find the information in this pack helps you decide if you are the right person for this exciting role.

Langdon is a leading charity which empowers over 120 Jewish students and adults with the skills and opportunities to live independently. Langdon operates in Manchester and London and provides our students and members with education, care, housing, employment and social activities, delivered within a warm and caring Jewish environment.

This exciting opportunity combines the role of Principal of Langdon College together with overseeing our supported living service in Manchester (Langdon Community).

Langdon College is a specialist residential and day college for Jewish learners with learning difficulties and/or disabilities. After many years of good Ofsted reports, Langdon College's Ofsted report in 2016 highlighted some areas which require improvement. Since this report we have strengthened the senior teaching team and a review of Langdon College has been undertaken to address the issues raised. Langdon Community offers a range of personalised post-college support to enable its members to live as independently as possible.

The Director of Education and Supported Living will be in charge of a budget with income of approximately £3M, 100 staff and a total of over 60 students and members living in 30 properties. The income comes mainly from education and local authority funding. In addition, Langdon has an in-house fundraising team to raise funds for its value-added services.

The current post holder is due to retire at the end of the calendar year and we are looking to appoint a dynamic leader with the commitment to drive and deliver the immediate improvements for Langdon College and provide strategic direction in developing our plans.

This year Langdon is celebrating its 25th anniversary and we are ambitious to continue the growth and development of our services over the coming years.

Langdon is a truly rewarding organisation to be involved in. If you feel that you could be our next Director of Education and Supported Living, we would be delighted if you would apply.

Jeremy Bolchover
Chair - Langdon Manchester Board

About Langdon

Langdon was founded in 1992 by the parents of four children with learning difficulties who found there were no organisations which enabled young adults with similar needs to lead an independent life. Langdon's services have steadily grown and we now support over 120 Jewish people across London and Manchester.

The organisation was called Langdon in honour of Margaret Langdon, a prominent Manchester Jewish philanthropist and activist in community care. Langdon College opened in 1994 with 6 students. Central to Langdon's ethos is a strong desire to enable Jewish young people and adults with learning disabilities to lead independent and fulfilling lives. Therefore Langdon went on to establish supported living communities for people leaving College – this provision is called Langdon Community. The first Langdon Community was set up in North Manchester and in 2005 a second supported living community was started in Edgware in London. In 2013, Langdon established a third community in Borehamwood in Hertfordshire. Langdon Community is now made up of over 100 members who live in over 60 properties across its three sites with a mixture of owned and rented accommodation.

In addition to education and housing, Langdon established its employment service in 2004, to help Langdon members find work and support them when they are in employment. Currently, the national average for people with learning disabilities in work is 6% while at Langdon 60% of our members are in work.

Our Vision and Mission

Our vision is that people with learning disabilities should have the same opportunities as everyone else so they can live independently in their local community.

Our mission is to empower people with learning disabilities to live independently through the provision of education, housing, employment and social activities, delivered within a warm and caring Jewish environment.

Our Values

- Professionally Led:** Our managers and staff are fully engaged in the design and development of our services.
- People Focused:** Our members are at the centre of our thoughts and actions and receive support tailored to their needs.
- Quality Driven:** We are constantly striving to be the best we can be as individual professionals and as a whole.
- Innovative:** We encourage and implement new ideas that transform the lives of our members.
- Productive:** By working smarter on things that matter, we deliver the best possible value for our members.

Our Jewish Ethos

Langdon supports our students and members to live a Jewish life enabling them to express their Jewish identity in a way that is meaningful to them. Langdon organises events around the Jewish calendar and Shabbat and trains its support workers to integrate a Jewish ethos into the daily lives of students and members. Langdon has also established close links with local synagogues and other Jewish organisations.

Langdon College

Langdon College is the only national independent specialist college for Jewish students with learning difficulties/disabilities. Our specialist team of professional teachers and support staff offer tailored education packages and programmes to meet individual needs and abilities.

Langdon College is based in North Manchester and offers a programme of education for both day and residential students. There are currently 16 students in Manchester. The residential students come from all over the country and live in Langdon properties. Langdon College has also recently developed an educational programme in Manchester for 14- 16 year olds and has recently opened a London provision (currently 7 students).

Langdon College is committed to offering students an inclusive, multi-faceted extended curriculum that provides access to a range of nationally recognised qualifications. This curriculum includes independent living skills, social and leisure development opportunities, work experience and vocational training. As part of this programme Langdon College operates a printing business from the Karten Centre in Manchester which offers students the opportunity to develop a range of business and employment-related skills. These skills are further enhanced by many external work placements.

Langdon College's leisure and social development programmes are an important feature of College life, developing students' self-confidence and encouraging them to build friendships. Students can enjoy a variety of sporting activities including football, swimming, table tennis, pool and gym sessions. Other popular activities include visits to the cinema, local restaurants, exhibitions and theatres. Students regularly attend the local synagogues and play an active part in communal activities. Making friends and taking part in social activities is an important part of developing greater independence and living an enjoyable and full life. Students are provided with a range of interesting, educational and accessible social events and activities so that they can learn new skills and make friends.

Langdon Community

After College, Langdon Community offers a range of personalised support to empower our members to live as independently as possible in accessible, good quality accommodation based in thriving Jewish communities.

There are currently 38 Langdon members in Manchester's supported living accommodation and 1 outreach member. The Manchester members live in a total of 25 properties and range in age from 18 to 40 with varying degrees of learning disability.

Working or volunteering can benefit an individual's self-esteem, confidence and overall independence. Through our specialist employment programmes, Langdon helps its members to overcome employment barriers and to develop their skills offering full or part time work on a paid or voluntary basis.

Langdon Community operate a number of social enterprises where our members have the opportunity to work. New Chapters is a Langdon business that sells second-hand books online. We also have a Garden Enterprise programme which offers Langdon members the opportunity to access a therapeutic service and at the same time promoting knowledge and skills as well as healthy eating. At work our members learn the importance of punctuality, responsibility, hard work, and interacting with the social nature of the workplace.

Langdon Community enables our members to participate in Jewish community life with access to a wide range of social activities and holidays.

Langdon Community also offers an Outreach Service which enables adults to commission Langdon's services directly using either local authority self-directed support funding, or their own or family resources. Langdon Outreach can provide support to develop independent living skills, find employment, travel independently or establish a social life.

Job Description

JOB TITLE:	Director of Education and Supported Living
RESPONSIBLE TO:	Board of Langdon College Governors and Board of Langdon Manchester
SALARY:	£65,000 - £85,000
LOCATION:	Manchester based

OVERALL PURPOSE OF THE ROLE

- Lead the development and delivery of Langdon's vision and values in a manner consistent with its ethos and charitable objectives.
- Ensure long-term sustainability of the organisation through effective management.
- Develop and manage strong effective relationships and communications with all stakeholders

KEY RESPONSIBILITIES

CORE DUTIES

- Lead and drive the day to day management of Langdon College (Manchester and the newly opened London provision)
- Overall responsibility for Langdon's supported living provision in Manchester
- Oversee and drive all aspects of the service including education, care, employment of students and members, business enterprises, social activities and living accommodation
- Overall responsibility for finance and a budget in excess of £3M including the setting and management of the local budget, maximising income and close control of costs.
- Work collaboratively with the local management boards and group chief executive
- Overseeing safeguarding
- Review and modernise policies and procedures to ensure best and up-to-date practice

EDUCATION AND SUPPORTED LIVING

- Enhance and develop a broad and relevant curriculum for students which is tailored to individual learning objectives and in accordance with their statements or Education, Health and Care Plans
- Ensure effective assessment, recording and reporting systems of student achievements and progress
- Create a lifelong learning programme for students and supported living members
- Maintain and enhance the existing high standards of care
- Develop employment opportunities for students and members in third party organisations or within Langdon's business enterprises
- Oversee the modernisation and management of all living accommodation to a high standard

LEADERSHIP AND MANAGEMENT

- Oversee the recruitment and development of all staff and improve the culture of collaboration throughout the organisation
- Lead and motivate others and generate effective working relationships at all levels
- Manage and develop the performance of all staff to ensure learning objectives of students and members are met.
- Create and develop an effective staff appraisal system

COMMUNICATIONS AND EXTERNAL RELATIONSHIPS

- Develop and communicate the vision and values of the organization
- Motivate and empower others to promote Langdon's vision and values
- Work effectively with governors, local management board, local schools, Colleges, businesses, the Jewish community and other partners as appropriate
- Develop effective understanding and use of funding streams for Langdon's service and develop relationships with local authorities and other providers to enable our service to run efficiently and effectively
- Promote equality and diversity
- Communicate regularly with parents, staff and Langdon students and members to ensure that they are well informed about Langdon developments and individual targets
- Promote and support fund raising activities

Person Specification

JOB TITLE: DIRECTOR OF EDUCATION AND SUPPORTED LIVING

	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none"> • Degree • Teaching qualification 	<ul style="list-style-type: none"> • Post- graduation qualification in Education or Business Administration
Relevant Work Experience:	<ul style="list-style-type: none"> • Significant senior management experience • Experience of strategic planning • Experience in financial management 	<ul style="list-style-type: none"> • Knowledge/experience of the specialist educational sector • Experience of Further Education • Knowledge/experience of Social Care • Experience of Ofsted and CQC inspections
Knowledge and Skills:	<ul style="list-style-type: none"> • Ability to develop and sustain an effective vision and direction for Langdon Manchester • Ability to think strategically and implement operational plans • Understanding of organisational legal responsibilities • Strong financial acumen • Ability to lead, motivate and develop staff • Excellent interpersonal skills • Well-developed verbal and written communication skills and ability • Strong presentation skills • Public speaking and ambassadorial skills 	<ul style="list-style-type: none"> • High level negotiation skills • Knowledge of learning technologies, curriculum and supported living environments • Understanding of current policies relating to further and specialist education and care.
Attributes:	<ul style="list-style-type: none"> • Commitment to the vision and values of Langdon • Demonstrable leadership, management and organisational skills • Fairness, impartiality and openness to new ideas • Willingness to build positive working relationships in a constructive and consultative environment • Encouraging the contribution of others and ensuring they feel valued members of the team • Ability to confront and resolve inadequate performance in a respectful way • Ability to be innovative, creative and decisive • Show drive, resilience, robustness and tenacity • High levels of personal integrity, sensitivity and empathy • Ability to command respect and influence others • Effective time-management and collaborative working 	

Salary and Conditions of Service

Salary and benefits: Competitive salary and benefits depending on experience. You will be a member of the teacher's pension scheme.

Place of Work: Your main place of work will be the Langdon College Manchester office located in Salford, M7. The role will also require you to travel to Edgware in London where Langdon London is based.

Hours of Work: Regular office hours are 8.30am – 5.00pm Monday to Friday (8.30am - 3.00pm in winter months on Fridays). The applicant will also be expected to be flexible and to work outside of normal working hours at relevant evening events and meetings.

Holiday entitlement: 6 weeks holiday including 8 Bank Holidays.

Status: Full-time and permanent.

Full details, and terms and conditions of employment will be issued if an offer of employment is made.

How to apply

If you are interested in this position, please send a copy of your CV and a covering letter to Jeremy Bolchover, Chair of Langdon Manchester, Langdon Community, 44 Rectory Lane, Prestwich, Manchester M25 1BL.

If you would like to discuss your application, please call Jeremy Bolchover on 07973 386 714.

The closing date for applications is 16 June 2017. Email applications should be sent to: manchesterboard@langdonuk.org

Shortlisted candidates will be invited to attend an interview the week commencing 19 June 2017. Second interviews will take place the week commencing 26 June 2017 and will include presentations.