



**Creative Support Ltd, Head Office**

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**Senior Quality Practitioner**  
**Head Office, Stockport**

**Reference: 88183**

Please find enclosed the job description details for the above post. You should refer carefully to the job description and answer each point on the person specification when completing the application form. You may submit a CV or additional documentation if you feel that this may be helpful to your application. However, please note we cannot accept a CV as a completed application.

**Closing Date: 26 March 2026**

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

**Recruitment Department**

*Please note that all employees are required to complete an enhanced DBS check.*



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## **JOB DESCRIPTION – SENIOR QUALITY PRACTITIONER**

**Head Office, Stockport**

**Hours:** Full time (37.5 hours per week) or part time (no less than 25 hours per week).

**Responsible to:** Head of Quality and Service Director with lead on Quality

**Location:** Your main base would be within the Quality Team at our Head Office in Stockport, but there would be extensive national travel.

### **The Role:**

The role of Senior Quality Practitioner with expertise of learning disabilities services is a role which will significantly contribute to quality assurance across the organisation.

The right candidate for this role will have a strong career background of leading person-centred support for people who have learning disabilities and autism. You will have extensive experience of supporting people with specialist health conditions, such as Epilepsy, Dysphagia, Diabetes, etc and you will lead processes of how to ensure that people have the right support at the right time, suitable to their needs. You will be part of an established Quality team and will contribute to our audit and social care governance processes.

The role will lead on quality improvement assignments and development of processes across our organisation, particularly those services who are registered with CQC and provide support to service users who have complex health needs. Creative Support currently has over 600 services, including Learning Disability, Mental Health, Care Homes, etc. The role will be well supported within the highly experienced and established quality team who have been together in its current work for over 10 years.

The role includes carrying out quality audits and inspections and contributing to quality improvement and turnaround programmes. The post holder will also be part of a team which responds to specific work requests which may include assisting services with quality improvement work.

You will lead in quality improvement and your practitioner and your strong background of working with people who have learning disabilities will be a highly valuable asset.

Key areas of concentration for this post holder:

- As part of the quality team to ensure that, Creative Support meets and exceeds the CQC standards.
- Complete a range of different types of service audits through service visits and submit detailed and accurate reports of your findings.
- To directly support staffing teams with understanding and improvement of good quality practices.
- To review and develop of policies and training packages relating to quality assurance and key quality focus areas.
- To promote Health and wellbeing good practice.
- To ensure that Creative Support is up to date on any good practice policy changes nationally.
- To champion campaigns on good practice in quality focus areas such as environments, person-centred support and healthy living.
- Specialist knowledge and experience of working with people who have learning disabilities.
- Review and development of policies and training materials relating to specialist health needs and learning disabilities.

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- Ensure health promotion initiatives and interventions in areas such as Diabetes and long-term health conditions.

In working alongside the quality team, service managers and external health professionals, this role supports the organisation to ensure that care and support is well planned, delivered to high standards and evidenced effectively.

The Senior Quality Practitioner will assist with quality audits and inspections and contributing to quality improvement and turnaround programmes.

The post holder will also be part of a team which responds to specific work requests which may include assisting services with quality improvement work. The post holder may be required to contribute to Social Care Governance processes through attendance at meeting, preparing and presenting reports and reviewing information received at Head Office (such as safeguarding, incidents etc).

**Senior Quality Practitioner Requirements:**

1. Proven experience in leading quality assurance initiatives within social care environments.
2. A good understanding of CQC quality standards and local authority commissioned contracts.
3. Extensive knowledge and experience of supporting people who have learning disabilities and specialist health conditions, such as Epilepsy, Diabetes etc.
4. Strong analytical and problem-solving skills
5. Excellent communication and interpersonal skills.
6. Strong presentation delivery skills.
7. Ability to travel frequently and occasionally stay overnight.
8. Knowledge and experience in overseeing regulatory compliance of specialist health conditions.
9. To be thorough and analytical when examining any incidents involving health related support or care delivery and offer practical quality improvement support when required to ensure compliance and safety at all times.
10. To work in conjunction with the Executive Team and Registered Managers to ensure strong leadership for health compliance across our diverse range of services. To escalate issues when appropriate and ensure governance of issues under your role.
11. To work in close partnership with the health and safety department and HR department to ensure staff are practicing safety and that any issues are followed up appropriately and addressed in a timely way.
12. To lead on health promotion initiatives and carry out thematic health promotion campaigns and initiatives which both inform and promote best practice

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around key health needs. To engage Creative Support in relevant national health related campaigns (i.e.:- stroke awareness etc..). To promote and circulate information and good practice standards and devise bespoke campaigns to raise awareness and improve staff practice.

13. To ensure that health-related documentation is person-centred and high quality, which evidences personalisation to the service users, ensuring person-centred approach is used.
14. Understanding that promotion and awareness of good health and quality of life is important in supporting staff and service users throughout Creative Support. In creating health promotion opportunities and highlighting awareness of good practice when delivering support to people who have learning disabilities, specialist health conditions and all health and wellbeing areas.

### **Performance Reporting and Compliance Monitoring**

1. Delivery of workshops and presentations in areas of quality and compliance.
2. Build strong, effective and positive partnerships with internal and external stakeholders, colleagues and managers.
3. Active engagement in meetings relating to quality and compliance e.g. improvement plan reviews, commissioner meetings, etc.
4. Assist on the development, delivery and reporting on performance and risk.
5. Take appropriate action to ensure compliance with quality standards, contractual obligations and regulatory frameworks e.g. CQC Single Assessment Framework.
6. Identify trends and improvement areas across contracts and service types.

### **Engagement and Co-production**

1. To contribute to and ensure good engagement with people we support and other stakeholder to enable consultation and involvement initiatives as part of an audit. To take a lead on within the team on an identified service user and carer group.
2. To motivate teams and individuals to achieve the best possible outcomes for service users. To identify good person-centred practice and ensure this is developed and promoted.
3. To contribute to Employee Recognition initiatives by recognising and acknowledging good practice.
4. To set and work to excellent standards within all safeguarding matters. To work in a timely and responsible way to ensure the safety of service users and staff.
5. To involve people in their own support and ensure our service delivery meet expectations and best practice standards.

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## Engagement and Partnership Working

1. To engage support staff in taking a proactive and solution focused approach to support and care delivery. To educate and motivate staff to meet the health and care needs of the people they support.
2. To engage the Executive team and Board of trustees periodically throughout the year when and required with the challenges and positive outcomes of the health and support provided within Creative Support.
3. To ensure learning and development of our staff corporately in supporting people who have learning disabilities. To offer onsite training and support to teams about key health related issues such as service who use PEG, Dysphagia or have more complex health support needs. To do this in partnership with trained health professionals when required.
4. To work proactively with external health professionals, SALT teams, District Nurses and all health professionals to ensure safe and connected services are provided.
5. To liaise with hospitals, pharmacists, GPs and health providers when required and take a supportive role in working through any multidisciplinary cases to achieve the best outcomes.

## Other Responsibilities

1. To develop staff training and supervision material that support the development of skills and knowledge around health-related good practice
2. To review social care governance information and follow up on health-related incidents where relevant. To work in conjunction with the Head of Quality and Service Director in providing follow-up action.
3. To report on compliance at the monthly national SCG (Social care governance meetings)
4. To ensure Creative Support complies with all current legislation, other relevant regulations and that best practice is maintained.
5. To work alongside staff and departmental leads to ensure understanding of the significance of quality assurance relating to compliance of supporting service users who have learning disabilities and specialist health conditions
6. Excellent communication and report-writing skills.

## Quality Responsibilities

1. To work as a member of the Quality team ensuring a high standard of social care provision across the services either through proactive quality audits or supporting to services ensuring that all the necessary quality systems and processes are in place and

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being used effectively to meet quality standards. A focus here in Learning disability services will be planned.

2. To assist with quality audits of services and benchmarking services against national standards (i.e. CQC) and Creative Support's standards. To identify good practice and areas for improvement.
3. To work collaboratively with services where improvement is required to support the completion of assessments, support plans and other documentation to a high standard.
4. To work collaboratively with the Quality team in ensuring that all necessary systems and processes are in place to meet quality standards
5. To assist members of the team with researching and updating relevant key corporate policies and master documents, liaising with relevant key managers.
6. To assist senior colleagues in developing quality improvement plans for services when required, in close collaboration with the directors and managers of services. To work with managers and staff teams to ensure the effective implementation of quality improvement plans and to demonstrate improvements within agreed timescales.
7. To support managers and staffing teams to address difficult and challenging practice issues and professional dilemmas. To do this in conjunction with other senior quality practitioners.
8. To attend relevant forums, including family and service user staff meetings and stakeholder events. To elicit feedback regarding Creative Support's services. To ensure that this feedback is acknowledged and acted upon.
9. To maintain accurate logs of outcomes from internal quality inspections including action plans and liaising with managers of services in relation to completion of action plans.
10. To collect and collate relevant data and statistics and to produce statistical reports as required in order to contribute as required to Social Care Governance Meetings and Quality Sub-group meetings.
11. To provide professional advice, support and feedback to managers and services.

If you are interested in the role and would like to discuss it further, please contact Claire Robinson, Head of Quality on 0797632057.

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## CREATIVE SUPPORT - PERSON SPECIFICATION

### Senior Quality Practitioner – Expertise in services for people with a Learning Disability

Location: Head Office, Stockport with national travel



		<b>How Assessed?</b>	<b>Essential or Desirable</b>
1.	Senior Practitioner and/or management experience, skills and knowledge in learning disabilities services. It is advantageous to also detail any experience in one or more of the following areas: <ul style="list-style-type: none"> <li>Supporting individuals with social care needs (mental health, , autism, physical disabilities)</li> <li>Developing personalised services to meet service user needs</li> </ul>	Application Form, Case Study and Interview	Essential
2.	A relevant professional practitioner qualification preferably from the health sector (e.g. Degree in RGN, RMN, RNLD, Social Work, DipOT or other qualification.	Application Form	Essential
3.	Proven management experience	Application Form	Essential
4.	Enhanced knowledge and experience of supporting people who have learning disabilities and complex health needs; Dysphagia, Diabetes, Epilepsy, etc.	Application Form	Essential
5.	Excellent interpersonal skills with an ability to manage situations effectively and whilst ensuring a sense of accountability and team.	Application Form and Interview	Essential
6.	Self-motivated and professionally driven	Application Form and Interview	Essential
7.	An ability to motivate and engage people who we support to be involved in the quality of their own care and to take part in the quality improvement agenda through co-production.	Application Form and Interview	Essential
8.	The ability to research, collate and disseminate information regarding good practice	Application Form and Interview	Essential
9.	Ability to produce high quality written reports within deadlines and contribute to the written plans and documents within services.	Application Form and Interview	Essential
10.	A warm, positive and respectful approach to service users and colleagues.	Interview	Essential
11.	A person-centred approach with a demonstrable commitment to ensuring good quality of life and planning of personalised services	Assessed by Interview and Application Form	Essential
12.	Skills and confidence in networking with internal and external colleagues and agencies	Assessed by Interview and Application Form	Essential
13.	Ability to work positively and collaboratively with colleagues, service users and their families, professionals and stakeholders	Interview, Application Form and Case Study	Essential
14.	Commitment to equal opportunities and the promotion of anti-discriminatory practice	Application Form and Interview	Essential

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15.	Degree level education	Application Form	Essential
16.	Ability to observe and evaluate service delivery and to identify good practice and areas for improvement	Application Form and Interview	Essential
17.	Experience of carrying out quality audits and/or investigating complaints	Interview	Essential
18.	Ability to manage own workload with minimal supervision	Application Form, Case Study and Interview	Essential
19.	Willingness and ability to travel across the country as required and to work flexible hours	Interview	Essential
20.	Car driver/owner (access to lease car or pool car may be possible)	Application Form and Interview	Desirable

## TERMS AND CONDITIONS – SENIOR QUALITY PRACTITIONER

Head Office, Stockport

<b>Salary:</b>	<b>Up to £33,000 per annum dependant on experience and qualifications</b>	
	<b>Point One:</b>	£30,000 per annum
	<b>Point Two:</b>	£31,000 per annum
	<b>Point Three:</b>	£32,000 per annum
	<b>Point Four:</b>	£33,000 per annum
<b>Please Note:</b> <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i>		

### Hours of Work:

37.5 hours per week including weekends and public holidays according to the needs of the service. There is a need to travel extensively across the country. The post holder will be expected to have a flexible approach to working hours in order to meet the needs of our staff and service users.

### Disclosure Check:

All appointments will be subject to DBS Enhanced disclosure checks.

### Holidays:

25 days annual leave plus 8 statutory days.

### Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours.

### Care Certificate and Level 2/3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Care Certificate. Following the successful completion of the probationary period staff are automatically enrolled onto Level 3

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Health and Social Care Diploma. If you hold NVQ/Diploma 2/3 Health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake qualifications.

**Development Pathway:**

At Creative Support, we are committed to ensuring that all new staff feel welcomed, prepared and empowered as they begin their journey with us. We have a Development Pathway which has been designed to provide you with a structured and supportive induction programme. This combines practical orientation, core induction training, and a pathway towards future professional development opportunities.

Our development pathway will enable you to progress from entry-level roles to positions of senior leadership through tailored, structured, and values-led learning opportunities. By aligning with national strategies and our WE CARE framework, and embedding the principles of co-production, empowerment, and compassionate leadership, we aim to foster a workforce that is not only highly skilled, but motivated to make a meaningful difference to the lives of the people we support. Together, we are building a future where both staff and the people we support are enabled to live their best lives.

The pathway will empower you to develop yourself and your career by setting out how you can gain skills, access learning and development opportunities and progress in your career in a way that meets Creative Supports’ strategic plan

**Birthday Holiday Bonus:**

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

**Disclosure Checks:**

All appointments will be subject to DBS enhanced disclosure and ISA checks.

**Probationary Period:**

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

**Probationary Bonus:**

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

**Sickness Policy:**

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.

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- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty-Four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

**Pension:**

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

**Life Assurance:**

Currently set at two time’s basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 months of employment. This scheme provides a death in service benefit of two time’s annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

**Discretionary Benefits:**

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer’s leave up to 5 days per annum

**Employee Assistance Service:**

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

**Hospital Saturday Fund:**

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

**Annual Rail Ticket:**

Discounted annual rail season ticket plans available to employees through Northern Rail.

**Payroll Giving:**

Administered by Charities Trust, a tax efficient way of donating a regular basis to any of the registered charities either large or small.

**Your Rewards:**

Employee benefits and discount vouchers available through the Your Rewards website.

**Long Service:**

Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

**Retirement Awards:**

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

**Refer a Friend Scheme:**

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Staff who successfully refer a friend to Creative Support’s employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

**Welcome Back Grant:**

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

**Company mobile phone and laptop:**

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

**Travel Expenses:**

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

**Lease Cars/Car Allowance:**

A mileage allowance is payable for the use of employee’s car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee’s certificate of insurance must be made available for inspection on commencing employment.

**Networks:**

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

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