

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 03794

Service Area: SEND - InspireU

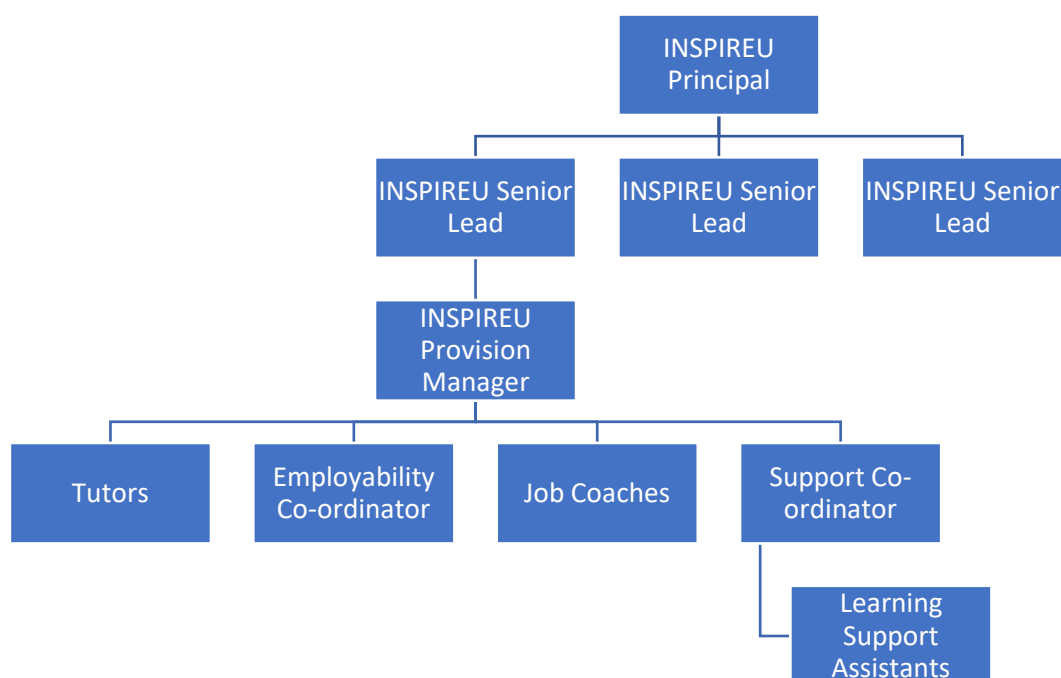
Grade: G8

Job Title: INSPIREU Provision Manager

PURPOSE OF JOB:

To oversee all aspects of the education, training and support provided to learners and their centre(s). To ensure learners are receiving high quality support that meets their Special Education Needs and have access to enrichment activities and work experience. To ensure the safety of all staff and learners at their sites by managing and complying with relevant health and safety legislation.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | Provide supervision to a team of teaching and support staff ensuring there is a holistic approach in order to support their physical and mental wellbeing, so that the provision responsible for runs effectively and the needs of the young people are met. |
| 2 | Conduct annual appraisals of staff whom the post holder has responsibility for and ensure it is undertaken in accordance with Directorate policies. |
| 3 | Responsible for overseeing the performance of all identified staff and ensure their compliance with performance targets, quality intervention, effective use of own time and cooperative working with young people and partner organisations. This may include participating in quality related activities, such as learning walks. |
| 4 | Monitor and evaluate the effectiveness of the provision responsible for and work with Senior Lead and/or Principal to drive continuous quality improvements across INSPIREU. |

5	Be familiar with and ensure provision responsible for is compliant with the Ofsted Education Inspection Framework (Intent, Implementation and Impact) and the ESFA Standards and contribute appropriately to inspections and any audits.
6	Monitoring attendance, retention and achievement for all aspects of the provision and provide monthly reports.
7	Ensure that staff are implementing INSPIREU's Behaviour Management policy and provide support where needed.
8	Carry out Learner Conduct Meetings in-line with INSPIREU's Learner Conduct policy.
9	Manage the site budget, with support from Senior Lead, to ensure that the provision is running efficiently within the budget allocated by the Principal.
10	Ensure that there is a safe ratio of staffing maintained at all times and where necessary provide support in the classrooms and with the employment teams. Monitor ratio of staff to learners at all times and report if additional recruitment is required.
11	To manage a team, ensuring that all processes are correctly followed where applicable, ie, attendance, sickness management, capability, induction and probation.
12	Ensure that all staff are following the processes for writing targets, monitoring and reviewing learner performance and that all awarding body guidelines are being adhered to, including JCQ guidelines for examinations.
13	Ensure that all paperwork processes and policies are completed / adhered to correctly. This includes checking learners folders are correctly prepared before submitting them for Internal Verification.
14	Lead on enrichment activities and projects that enhance the learning experience for young people.
15	To provide support to colleagues i.e. providing and allocating cover in other geographical areas as and when necessary.
16	Responsible for providing information for multi-agency meetings in relation to individual learners, including chairing EHCP reviews and completing all relevant paperwork such as writing outcomes.
17	To ensure that work experience is taking place for all learners and overseeing the work of the employment team.
18	Lead site meetings and participate in full team meetings.
19	To support the Senior Lead with recruitment and onboarding of new staff.
20	Attend relevant training and/ staff development programmes, which may take place at any of the seven INSPIREU sites.
21	To work with all stakeholders for INSPIREU and foster excellent working relationships with parents and carers.
22	Actively promote and embed equality and diversity, Core British values and the Prevent agenda.
23	Actively contribute to the County Council's and INSPIREU's safeguarding children and vulnerable adults agenda.
24	Take full responsibility for ensuring the Health & Safety of the site and the young people who access it. Producing monthly reports, writing risk assessments, carry out fire safety checks, ensure fire drills take place and complete emergency light testing.
25	To remain up to date and compliant with all relevant legislation, funding requirements, policies and professional codes of conduct in order to ensure compliance and uphold standards of best practice.
26	Undertake any other duties consistent with the overall purpose of the job.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to lead and manage a team, to ensure young people's needs are met and the delivery of an effective service.	A,I	x	

High level of organisational skills and the ability to prioritise.	A,I	x	
Ability to communicate effectively with a range of stakeholders both verbally and in writing; including vulnerable young people	A,I	x	
Able to think creatively and use initiative in the solution of problems	A,I	x	
Able to work as part of a team	A,I	x	
Ability to reflect on own practice and have a positive approach to personal development	A,I	x	
Ability to work in a flexible manner in order to respond to the challenging demands of working within a small education provision	A,I	x	
Knowledge of Study Programmes, Supported Internships and Traineeships	A,I	x	
Knowledge of government funded training and education policies for 16-18 (25) year olds and 19+, including the Education Inspection Framework, ESFA requirements and SEND reforms	A,I		x
Knowledge of the Equality Act 2010, Children and Family Act 2014, SEND Code of Practice, Adult Social Care Codes of Practice and other relevant legislation and government policy relating to education, training and employment for young people, including the benefit system	A,I		x
Experience of working with challenging vulnerable and high needs learners	A, I	x	
English, Maths and ICT qualifications to at least level 2	A/I	x	
Level 3 Management Qualification	A/I		x
PGCE/Cert Ed/DTLLS	A/I		x
Level 2 Information, Advice and Guidance or willingness to work towards.	A/I	x	
Therapeutic Crisis Intervention Training	A/I		x

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.