Kent County Council

Job Description: Education Programme Co-ordinator - Secondary Specialism

Directorate:	**Children, Young People and Education**
Unit/Section:	**CY- EPA Fair Access - Education Programme**
Grade:	**KSH**
Responsible to:	**Education Programme Manager**
Base:	**Sessions House – currently hybrid working with flexible home and office combination working**
	This is a full-time (37 hours per week post)

Purpose of the Job:

Co-ordinate the education provision for Children & Young People (CYP) referred to the Education Programme and be the designated expert within Fair Access for Secondary Education and Functional Skills.

You will oversee the delivery of bespoke packages of education with content that includes strategies that address gaps in Functional Skills for Key stage 3 & 4 l CYP; addressing the barriers that prevent CYP from accessing learning, thus creating a pathway back to more formal education

Line manage a team of Tutors and Wellbeing Support Officers monitoring and reviewing staff performance and ensuring that the needs of the CYP referred to them on the programme are met.

The post holder will be a qualified and experienced teaching practitioner with experience of Secondary Education and Delivery of Functional Skills and applying these to teaching in a classroom environment. Will evidence experience of leading innovations and applying strategies to build these into all aspects of the packages of the education offer, including applying the concept to the professional development of the team.

Main duties and responsibilities:

1. To be the designated expert within Fair Access for Secondary Education and Functional Skills, facilitating the reintegration for SEN/ vulnerable/ CYP in Kent into identified education provision.

2. Manage a team of qualified tutors, HLTA's, Wellbeing Support Officers and an administrator, identifying development opportunities and delivering in service training to the staff in your team, to ensure that the team are continually developed, in order to maintain the delivery of a forward-thinking service. Provide opportunities for the team to contribute to the creation of content for the KCC Virtual Learning Platform, sharing their knowledge, experience and expertise, thus reflecting the Educations Programmes ethos in the platform content.

3. To oversee and quality assure, design and delivery of education packages, that will meet the unique needs of the individual CYP, ensuring the lessons delivered meet the criteria set out in the Education Programme model and are in line with the National Curriculum changes.
4. Ensure the Education Programme offer is robust and meets its intended outcomes. Be able to evidence the impact of the programme in relation to education outcomes of the

CYP, ensuring they are appropriately prepared to manage reintegration into identified education provision; ensuring that the transition is structured and supported by a member of the Education Programme team.

5. Implement quantitative and qualitative measures to evaluate the effectiveness of the provision, using these to continually evaluate and improve the offer made. Collect, analyse and present the data, specifically in relation to raising attainment / achievement and addressing broader issues that may affect the CYP ; using the data to increase the impact of the service and collate in a format that would withstand scrutiny at inspection.

6. Regularly review and update Operational Procedures and the Education Programme Safeguarding & Behaviour policy guidance. Adapting these to accommodate for the delivery of education which will incorporate a variety of learning offers, to meet the statutory requirements as set out in the DfE https://Keeping children safe in education 2021.pdf guidance thus ensuring the reputation of the authority is protected.

7. Promote a culture of highly effective support and supervision to enable the delivery of high quality and consistent standards across the service, utilising Good Conversations to develop the team to fulfil the changing demands of the cohort.

8. Monitor the budget expenditure for Education Programme CYP to ensure the spend remains within the confines of the agreed procedures.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Education Programme Co-ordinator - Secondary Specialism

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to a Degree Level in Education. Professional qualification or experience in a Special Education Needs (SEN) or a related field.
EXPERIENCE	Experience in secondary education including delivery of functional skills packages, leading a team, team working Ideally this will be demonstrated by practical experience of working within or in school or educational settings. IT literate with experience of using computers for data entry, Micro Soft Office packages and budget monitoring. Developing partnerships & working collaboratively in a multi-agency or multi-disciplinary environment. Experience of identifying & delivering relevant training & developing opportunities to staff.
SKILLS AND ABILITIES	Excellent interpersonal skills will be essential along with strong negotiation skills, and the ability to communicate effectively in writing and verbally, including proven skills in dealing with difficult customers and an ability to manage challenging situations. The ability to collect, analyse and draw conclusions from data, and incorporate findings into effective action plans. Self-motivated, able to manage conflicting demands and cope with time pressures and deadlines. Provide a flexible, prioritising, disciplined approach and have the ability to respond and change direction quickly, supported by good problem-solving skills. The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.
KNOWLEDGE	Sound knowledge of Education and understanding of legislation around S.E.N.D and the Schools Admissions Code, Safeguarding, Child Protection, Data Protection, legislation around all education settings and the education processes that help vulnerable children fulfil their educational potential. Knowledge of any changes to National Curriculum & Special Educational Needs Code of Practice.

	Good level of knowledge of all Key stages and of other agencies that offer support to Children, young people and families.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making