

Kent County Council

Job Description: Education Programme Coordinator – Wellbeing

Directorate: Children, Young People and Education

Division/Unit: Fair Access

Grade: KR10

Responsible to: Education Programme Manager

Purpose of the Job:

Co-ordinate the education wellbeing provision for Children & Young People (CYP) referred to the Education Programme and be the designated expert within the programme for Social and Emotional Wellbeing.

You will oversee the delivery of bespoke packages of education which include content to include strategies that focus on mental health and wellbeing, addressing the barriers that prevent CYP from accessing learning, thus creating a positive pathway back to more formal education.

Supervise a Team of Tutors and Wellbeing Support Officers and an Administration Assistant 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 supporting different subscales of Emotional Wellbeing 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 wellbeing 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 Social Emotional Wellbeing, facilitating the reintegration for SEN/ vulnerable/ CYP in Kent into identified education provision.
2. Manage a team of qualified Tutors, 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, Child Protection & any 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 Keeping children safe in education 2022 - Gov.uk guidance thus ensuring the reputation of the authority is protected.

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

8. 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 tools to develop the team to fulfil the changing demands of the cohort.

Footnote: This job description is provided to assist the job holder to know what his/her 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

Applicants should describe in their application how they meet these criteria. The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	CRITERIA
QUALIFICATIONS EXPERIENCE	<p>Educated to a Degree Level in Education</p> <p>Experience in applying emotional wellbeing strategies in education, leading a team, and working in a team Ideally this will be demonstrated by practical experience of working within or in school or educational settings.</p> <p>IT literate with experience of using computers for data entry, Micro Soft Office packages and budget monitoring.</p> <p>Developing partnerships & working collaboratively in a multi-agency or multi-disciplinary environment</p> <p>Experience of identifying & delivering relevant training & developing opportunities to staff.</p>
SKILLS AND ABILITIES	<p>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.</p> <p>The ability to collect, analyse and draw conclusions from data, and incorporate findings into effective action plans.</p> <p>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.</p> <p>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.</p>
KNOWLEDGE	<p>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. Ideally this will be demonstrated by practical experience of working with or in schools or settings.</p> <p>Knowledge of any changes to National Curriculum & Special Educational Needs Code of Practice</p> <p>Good level of knowledge of Child and adolescent mental health, of all Key stages and of other agencies that offer support to Children, young people and families.</p>

KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <p>We are brave. We do the right thing, we accept and offer challenge</p> <p>We are curious to innovate and improve</p> <p>We are compassionate, understanding and respectful to all</p> <p>We are strong together by sharing knowledge</p> <p>We are all responsible for the difference we make</p> <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p>
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