

Job description

Post: Education Service Manager (ESM)

Responsible to: Vice Principal and Head of College

Accountable to: Executive Principal

Description of Role

1. To work with the Deputy ESM or Deputy Service Manager (where in post) and senior college colleagues to effectively manage, plan and implement quality education, learning and care provision for learners with sensory loss/impairment and additional learning difficulties.
2. To work with the Deputy ESM or Deputy Service Manager (where in post) and senior college colleagues in demonstrating sound leadership skills to specialist staff in achieving high standards of education provision that fulfils organisational and Ofsted statutory guidance.
3. To support centre staff in participating fully in the development of Sense College education, learning and care provision that meets the needs and requirements of learners and external funding authorities.
4. To lead the continued success and future development of specialist education, learning and care provision for people with sensory loss/impairment and additional disabilities.
5. To ensure that as part of fulfilling learner achievement and development that every opportunity is given to learners to access further education and supported work programmes according to need.
6. Sense is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.

Main Responsibilities

1. To work to specified statutory guidance of the organisation, Ofsted, the Education and Skills Funding Agency and Local Authorities.



2. To role model and lead effective Safeguarding practice in line with Keeping Children Safe in Education and Sense Safeguarding policies and practice.
3. To lead and support person-centred education, learning and care provision that meets the needs of all college learners.
4. To ensure the care needs of all learners fully meets the organisational, college and individual requirements.
5. To observe, supervise and appraise the performance of staff.
6. To plan/lead Continuing Professional Development (CPD) activities for staff in line with college and organisation policy and need.
7. To manage behavioural support for learners who are experiencing difficulties in collaboration with Sense College Behavioural Support Adviser
8. To plan and manage specified college centre budgets effectively.
9. To chair staff meetings/review meetings with parents, external agencies and funders as required.
10. Develop partnership working with the Local Authorities, feeder schools, general further education colleges and local employers.
11. To support colleagues in the organisation of effective transition programmes for learners leaving school/other service provision
12. To work within agreed Sense statutory policy guidelines.
13. The post holder may be required to undertake any other duties as instructed by the Executive Principal or other member of the college senior management team.

NOTE:

Sense College is currently developing a range of Performance Management Standards to be implemented for the 1920 AY and it is expected that successful applicants will be required to meet these standards which will be monitored through supervisions and appraisals.



Person Specification

Education Service Manager

Education and Training	
Essential Criteria	Desirable Criteria
Relevant degree or higher level qualification	Challenging Behaviour Qualification
Level 5 or above teaching qualification	Deafblind Diploma or MSI Qualification

Achievements and Experience	
Essential Criteria	Desirable Criteria
At least 2 years' experience in an educational management role	Management Qualification
A minimum of 2 years working with learners with disabilities	A working knowledge of Ofsted and Education and Skills Funding Agency requirements
Experience of curriculum planning and delivery for learners with S.E.N.D	

Skills & Abilities	
A positive attitude towards learners with disabilities and an appreciation of this role's responsibility in keeping learners safe	BSL/Braille or similar qualification
Knowledge and understanding of DfE Keeping Children Safe in Education requirements in an educational environment	Experience of managing safeguarding in an educational environment.
A working knowledge of specialist	Experience of care sector legislation



Skills & Abilities	
communication techniques in verbal and non-verbal communication	
Good written and verbal communication skills, able to produce letters and reports to a high standard and within tight timescales	Understand and support the needs of our specialist client group
Experienced in staff management including supervision and staff development, identifying strengths and areas of improvement in overall performance	Knowledge of alternative funding streams
Good time management skills	
Computer Literate with proven ability to use the Microsoft Office suite of programmes	Able to manage relationships with stakeholders including negotiations
Experience of setting and monitoring budgets	
Able to work flexibly and be self-motivated	
Able to develop and maintain credibility with managers at all levels	
Committed to delivering high standards of performance	
Experienced in the effective management of change within multi-disciplinary teams	