**About Us**

Seva Education is expanding and now requires a Further Education Lead for our 16-25’s education provision, providing blended learning of academic and vocational study.

This is an exciting and new provision at Seva Education following a successful submission of a ‘material change’ to OFSTED, in registering our Further Education programme as an extension to our Special School provision for 14-16years.

We now require a confident, qualified and experienced Lead to take our education programme to the next level.

 **About the Role**

Seva Education is looking for a Further Education Manager to help deliver an outstanding student experience for learners engaged on our courses. This role will include the provision of pastoral care and support, additional learning support (ALS) and the wider employability work experience elements of the learners' study programmes. You will be the point of FE contact with Local Authorities in respect of learners with additional learning support, complex learning needs or who have an Education Health Care Plan. Your support will be tailored to each individual learner to maximise their potential, retention and achievement. Your commitment to equal opportunities, quality assurance and customer care, will enhance each learner’s employability skills and prepare them for work or further / higher education.

**About You**

Our prime focus is to nurture talent, desire, and determination. We’re looking for someone passionate enough to want to share their knowledge and experience with active and hungry young minds.

You will be welcomed into a stimulating environment where you will work alongside dedicated teachers, vocational tutors and support staff to deliver inclusive, high-quality teaching and learning.

**The successful candidate will have...**

**Qualifications:**

* Hold a relevant degree or relevant professional qualification at level 3 or above.
* Proven expertise in your subject area, qualified to a minimum of level 3.
* Hold a recognised teaching qualification at level 4 or above or currently studying for one.
* To be able to demonstrate a profile of grade 1 or 2 lessons observation, where appropriate

**Knowledge and Experience:**

* Experience of managing successful teams, preferably in an FE setting.
* Experience of managing student support in the areas of, pastoral care, additional learning support and employability skills.
* Experience of managing and developing provision to ensure it is run efficiently and effectively.
* Good IT skills, the experience of using a database to analyse student data
* Ability to prioritise workload.
* Experience of working with a wide range of learners at different levels.
* Experience of managing successful teams, preferably in an FE setting.

**Skills / Competencies:**

* Self-drive and motivation
* Excellent team skills
* Excellent communication skills – written and oral
* The ability to inspire, enthuse and motivate staff
* Good organisational skills, being able to prioritise workloads and meet deadlines
* Ability to work under pressure
* Ability to build and maintain collaborative working arrangements with external agencies
* Experience of producing reports using statistical data

Seva Education is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure & Barring Service.

Seva Education is committed to promoting a culture of Diversity and Inclusivity for all our employees and potential employees. We welcome applications from people of all backgrounds. In recognition of our commitment, we would particularly encourage applications from groups who are currently under-represented, which are those from the Black, Asian and Minority Ethnic (BAME) communities and People with Disabilities and Women