

Job Description

Role	Mechanics Provision Manager
Department	Real Education Ltd
Location	Kings Mill Way, Mansfield
Accountable to	Vocational Provision Manager

Function of role

To act as the line manager for alternative provision team staff and be accountable for the day to day operations of the site including delivery of curriculum, health and safety and the safeguarding of young people.

Accountabilities

Act in accordance with the organisation's policies and procedures under the guidance of the designated Provision Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families on alternative provision within your designated hub. Encourage their involvement in the decision making and management of alternative provision.

Be responsible for the line management of designated alternative provision staff, through regular support and supervision, and team meetings. Act as the initial point of escalation for any issues requiring further support from senior management.

Be responsible for all aspects of learner health and safety, ensuring the designated hub is risk assessed, and informing the designated health and safety manager of any accidents or identified risks through the agreed significant incident reporting form.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults.

Be responsible for the smooth running of a locality working model by effective liaison with centralised services including venue management, HR, finance, and business support services (where appropriate).

Be pro-active in the day to day upkeep of the designated hub. This includes cleaning and maintenance as well as the overall security by fulfilling the role of a key holder.

Be responsible for the collection, collation and recording of alternative provision pupil

information including learner profiles, pen pictures, risk management procedures and special educational needs and monitor the suitability of delivery to meet the identified needs. Ensure designated staff are providing good quality schemes of work, lesson plans and a suitable curriculum.

Be responsible for all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies for young people in alternative provision e.g. Education, Health and Care plans, KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Head of Service, Real Education Ltd and/or the Alternative Provision Manager and be responsible for your own continuous professional development.

Performance indicators

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

Key values and ethos of organisation

Trust

Innovation

Achievement

Person Specification

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Knowledge	<u>Essential</u>	<u>Desirable</u>
Knowledge of current inspection frameworks	X	
Knowledge of relevant legislation and guidance and implications for local policy, procedure and practice (e.g. The Children's Act 2004, Children and Families Act 2014)	X	
Demonstrate an understanding of statutory education and/or training pathways reflecting the current breadth of curriculum available to children and young people from KS4 through to KS5	X	
Knowledge of a variety of accreditation routes and awarding bodies		X
Experience		
Four years experience of working with children and young people or vulnerable adults within an education, health or social care setting	X	
Three years experience of delivering chosen vocational area/subject at KS3,4, or 5		X
Demonstrate experience of working within a multi-agency environment using holistic approaches with young people and their families or carers	X	
Experience of a supervisory role in an education, health or social care setting	X	
Experience of implementing student tracking systems to monitor individual learner progress	X	
Skills		
Able to demonstrate effective communication	X	
Demonstrate a wide variety of ICT skills (e.g. an understanding of	X	

google cloud and associated applications and esafety)		
Demonstrate effective record keeping with a clear understanding of the Data Protection Act and sharing information protocols	X	
Can demonstrate recognised skills in working with young people or vulnerable adults with additional needs	X	
Education and Training		
To hold a minimum Level 4 or 5 professional qualification in education, health or social care (e.g. NQT, QTS, DipSW, NQLT)	X	
To be able to produce evidence of previous CPD (e.g. first aid, safeguarding training, diversity training, CAF/EHC training, IOSHH)	X	
To hold an A1 Assessors award		X
Qualities		
Must hold a UK Driving Licence and have access to a road worthy vehicle	X	
Understand the importance of adhering to the organisation's policies, procedures and practices	X	
Be committed to delivering holistic family interventions	X	
Be driven to provide positive outcomes to children, young people and vulnerable adults	X	

Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application