Job Description

Job title	**< Post 16 Programme Lead (PA035)>**
Directorate	PEOPLE : Children and Adults
Division	**< Education & SEND (Planning and Access)**
Range	MPR 7
Reports to	**< Strategic Head of Education - Planning and Access >**

Main purpose of the job:

- < To manage and lead, both strategically and operationally, the Post 16 programme, including the implementation of initiatives and programmes flowing from the Post 16 Review and play a key role in developing and delivering efficient and effective processes and systems.
- . To be the key liaison between the Local Authority and the various internal and external partners and providers establishing and maintaining effective collaborative partnerships
- To lead on providing sufficient and appropriate provision for post 16 learners including those with SEND>

Liaise with stakeholders in a way that promotes the vision and values of the Council.

Accountabilities and outcomes:

- < To oversee and manage the CEIAG team in the successful identification, tracking and recording of those young people either NEET or Unknown to reduce and maintain oversight of the progress and destinations of post 16 young people.
- To ensure that all relevant legislation, statutory guidance and Council policy is strictly adhered to and that all processes are maintained against the most up to date versions so that the council is compliant in its work and also ensures effective decision making.
- Ensure that all reporting is completed accurately and in a timely fashion so that senior officers and members are kept up to date on the evolvement and outcome of the post 16 action plan .

- Ensure all programme plans, activity data, performance and savings data is regularly updated and maintained on the relevant Programme Management System in a timely way to enable effective decision making .

- Ensure robust and effective quality assurance mechanisms and processes are in place to maintain 100 percent accuracy and delivery within timescales across the programme so that the positive outcomes for young people are effective and timely.

- Empower and motivate staff to be able to respond effectively to the changing demands of the service through effective leadership so that stfaff are resourced for success and their work can be impactful.

- Ensure staff personal development through effective implementation of the Performance and Development Review process so that staff are trained and confident to undertake their work in the community with young people with a range of abilities and needs. .

- To lead on identifying, developing and implementing service improvements based on data and process analysis in the specific area of responsibility to enable effective decision making >

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the < **Strategic Head of Education - Planning and Access** >.

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- < Previous practical experience of management of complex education related projects/programmes >

Level B (in addition)

- < Educated to degree level and/or extensive experience in educational services and/or working with schools >

Level C (in addition)

- < a qualification in relevant subject matter >

Knowledge

Level A

- < Sound knowledge of relational database principles and GDPR

- Demonstrable knowledge of analysing and interpreting very varied and highly complex information and develop strategies and solutions for long term plans >

Level B (in addition)

- < Ability to use advanced theoretical/practical/procedural/organisational/policy knowledge across a specialist area >

Level C (in addition)

- <Knowledge of the mechanism of post 16 curriculum and apprenticeships>

Experience

Level A

- < Demonstrable ability to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues

- Extensive Experience of working in the post 16 arena.>

Level B (in addition)

- < Demonstrable ability to carry out tasks which impact on the well being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems

- Extensive experience of successful collaborative working with various stakeholders including, but not restricted to, young people, families, colleges, sixth forms, training providers.>

Level C (in addition)

- < Demonstrable experience of taking responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives and/or demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them

based on the needs of individual situations.
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Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving valid for use in the UK and access to own transport for work purposes
- < Excellent communication skills both written and oral

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Level B (in addition)

- < Excellent leadership and management skills
- Demonstrate the ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands >

Level C (in addition)

- < Demonstrable ability to supervise, co-ordinate or train other employees where required
- Demonstrable ability to carry out tasks which impact on the well-being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.

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