

PERSON SPECIFICATION



RESIDENTIAL EDUCATION PROVISION MANAGER

The following outlines the criteria for this post.

Applicants should describe in their application how they meet the criteria.

Requirement : Essential (E) / Desirable (D)

Qualifications:

- A relevant qualification related to working with children at a minimum of Level 5 (or willing to undertake to complete qualification) (E)
- Understanding of normal child developmental stages and childhood disability and implications for education and care (E)
- Level 5 Diploma in Leadership and Management (D)

Experience:

- Relevant experience working in a residential educational or care setting with children and young people (E)
- Excellent planning and organisational skills (E)
- Experience of effective management and development of staff (E)
- Knowledge of relevant current legislation related to children and young people, schools and residential settings (E)
- Knowledge and understanding of safeguarding, child protection and Keeping Children Safe in Education in relation to staff induction, training and development (E)
- Knowledge of the National Minimum Standards for Residential Special Schools (E)
- Understanding of professional supervision, its purpose and use (E)
- Knowledge of special educational needs, disabilities, physical, health and social/emotional needs (D)
- Knowledge of the Preparation for Adulthood framework (D)
- Knowledge of childhood medical conditions and their implications for learning and living (D)
- Understanding of employment legislation regarding the employment of staff particularly in relation to competence, discipline and grievances (D)
- Knowledge of safeguarding and child protection including Keeping Children Safe in Education (statutory guidance) (D)

Skills:

- Excellent interpersonal and communication skills for a variety of audiences and effective report writing and record keeping (E)
- Clear, outcome focused thinking with demonstrable evidence of effective decision-making (E)
- Evidence of effective management of difficult and challenging situations (E)
- Ability to plan, organise and deliver staff training (E)
- Competent use of computer technology, e.g. Microsoft Office (E)
- Ability to plan risk-taking in order to promote children's and young people's independence (E)
- Open, honest and transparent (E)
- Work consistently models and demonstrates shared values (E)
- Effective chairmanship of meetings (D)