

## JOB SUMMARY

<b>Post Title</b>	<b>Post 16 Manager</b>						
<b>Job Family</b>	Service Delivery	<b>Pay Range</b>	14	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	SD14
<b>Service Area</b>	Children's Services						
<b>Line Manager</b>	Service Manager – Education						
<b>Location</b>	County Hall / Agile						

### Job Purpose

- To work with the Service Manager to improve educational outcomes for all children and young people, ensuring they have routes into adulthood and can be successful in their choices.
- To provide leadership and management oversight for post 16 within the Education, Inclusion and Access department of the Children's Services Directorate.
- To lead and manage statutory duties and functions associated with the local authority's responsibilities for the post 16 education and training, including, post 16 participation, the September Guarantee, and NEET support services.
- To manage and coordinate our traded offer to all educational settings, to raise standards across the Island.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To report into the Service Manager and work across the wider children's services teams to support the design, delivery, and evaluation of key strategies and associated workstreams.
- Line Managing/Overseeing Island Futures (career and participation) and our traded offer.
- Working with partners on the Careers Hub Contract with Portsmouth & Southampton, being the IOW lead.
- Leading on Post 16 oversight and reporting.
- Being the council link to the DFN project.
- Chairing/attending various boards on behalf of the council such as the SEN employability forum & Apprenticeship board meetings.
- Overseeing the supported Internship grant and reporting on this.
- Leading on the Post 16 aspects of our Safety Valve agreement.
- Working across with colleagues across Education, Inclusion and Access department, within Childrens Services
- Leading the post 16 work on drafting the post 16 aspects of our education strategy.
- Develop opportunities that promote effective safeguarding practices in all educational establishments.
- Build relationships with the DfE, ESFA and CEC and their regional and local officers to ensure the effective development within the Isle of Wight of post 16 education and training provision, working cross-directorate to align strategic economic and skills priorities with FE provision.
- Providing a directly delivered ESFA regulated post 16 and post 19 curriculum provision across the Isle of Wight, including Supported Internships.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Substantial relevant experience as a legal / regulatory / technical expert in a large / complex organisation with expert knowledge in the specialist field.	<i>Experience of managing a team and plans enabling the council to remain compliant with its statutory functions to meet both current and future challenges.</i>  <i>Experience of delivering training to a variety of people.</i>	<b>E</b>	
Substantial experience of planning and delivering customer and community engagement services within a large / complex organisation.	<i>Experience with the relevant legislation and activities, including financial responsibilities.</i>	<b>E</b>	

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<p>Excellent knowledge of the service and partner relationships and wider sector / external influences. Experience of leading in multi-disciplinary and partnership working and awareness of the issues involved. Experience in chairing case conferences / partnership events.</p>	<p><i>Demonstrable experience of being a successful leader across a post 16 setting and working with post 16 providers, to improve the outcomes achieved by young people.</i></p> <p><i>Wide range of experience of traded and non-traded work.</i></p>	<p><b>E</b></p>	
<p>Expert knowledge and understanding of the legislation, regulations, systems, policies, procedures, professional guidelines, best practice and emerging developments within the scope of the specialist area. Experience of developing procedures and policies. Experience of contributing to strategy development.</p>	<p><i>Understanding statutory regulations and reporting mechanisms.</i></p> <p><i>Knowledge of the issues facing local government in respect of its post 16 responsibilities in order to support the delivery of service strategy, policy, and corporate priorities.</i></p> <p><i>Proven ability to understand a public sector's governance arrangements including ensuring that policies and processes are aligned and to corporate priorities.</i></p>	<p><b>E</b></p>	
<p>Substantial experience of representing the Council / organisation in a professional / legal capacity.</p>	<p><i>Experience of representing the council in demanding situations with stakeholders and partners.</i></p>	<p><b>E</b></p>	
<p>Excellent interpersonal, communication, persuasion and negotiating skills. Experience in managing sensitive and contentious issues and diffusing confrontational situations. Highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives.</p>	<p><i>Experience in consulting with stakeholders to identify requirements. Proven ability to effectively communicate changes in policy, strategies and working practice both internally and to partner organisations/ stakeholders via all media channels.</i></p> <p><i>Experience in managing difficult customers/ stakeholders or sensitive issues.</i></p>	<p><b>E</b></p>	
<p>Authority and credibility to build relationships influence and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.</p>	<p><i>Ability to command credibility with partners and stakeholders and build trusting relationships that can demonstrate improved outcomes.</i></p> <p><i>Ability to understand and successfully navigate through sensitive situations.</i></p>	<p><b>E</b></p>	
<p>Initiative, strategic and political awareness demonstrated in problem solving and decision making.</p>	<p><i>Understand of political awareness and ability to use this to solve practical problems.</i></p>	<p><b>E</b></p>	
<p>Excellent research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions.</p>	<p><i>Experience of research and implementation, using evidence-based approaches.</i></p>	<p><b>E</b></p>	
<p>Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives and cope with conflicting and changing demands.</p>	<p><i>Experience of implementing projects across groups of stakeholders.</i></p> <p><i>Experience of delivering training to a variety of different stakeholders.</i></p>	<p><b>E</b></p>	

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Good ICT skills including use of Microsoft applications and specialist systems.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
Educated to degree standard or equivalent.	<i>Degree level qualification in a relevant subject or equivalent experience.</i>	<b>E</b>	
Relevant professional /vocational qualification.	<i>Evidence of continuous professional development.</i>	<b>E</b>	
May require relevant post graduate management qualification.	<i>QTLS or professional qualification with demonstrable continuing professional development.</i>	<b>E</b>	
<b>Other Requirements</b>			
<i>May be required to work out of normal working hours for call out, member committees and emergencies, as and when required</i>			
<i>Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team</i>			
<i>Able to travel to mainland meetings as required</i>			
<i>Enhanced DBS with children's barred list</i>			
<b>Organisation Structure (optional)</b>			