**Person Specification**

**Role** Provision Manager

**Service** Real Education Ltd

**Location** Designated Alternative Provision Hub

**Accountable to** Alternative Provision Manager

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| **Knowledge** | Essential | Desirable |
| 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 google cloud and associated applications and esafety) | X |   |
| 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***