

JOB DESCRIPTION

TITLE:	Project Manager – Higher Education / Careers Advisory Service (SEND)
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GRADE:	Manager Level 4
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RESPONSIBLE TO:	Deputy Group Curriculum Director – Supported Learning
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PURPOSE OF JOB:

- To design, develop, operationalise and lead on the development and delivery of a new college service to support the transition to Higher Education and careers of learners with SEND.
- To ensure that each aspect of the project is delivered successfully, leading to exemplary support for learners.
- To build on and establish partnerships with internal and external professionals, including within Higher Education, to ensure a range of highly effective approaches are delivered and embedded.
- To ensure key milestones are met in a timely manner.
- To keep stakeholders informed at key stages of the project.

MAIN TASKS AND RESPONSIBILITIES:

In common with other managers:

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day-to-day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.

- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.

In common with all other staff:

- To support the College's mission, vision, values and strategic objectives;
- To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- To take responsibility for one's own professional development and participate in relevant internal and external activities;
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- To ensure that data is handled in line with the General Data Protection Regulations.

Particular to the Post:

- To design, develop, operationalise and lead on the development and delivery of a new college service to support the transition to Higher Education and careers of learners with SEND.
- To deliver the key aspects of the project, ensuring that each is met within the timeframes.
- To undertake comprehensive research and make recommendations in order to develop effective delivery models.
- To coordinate colleagues and teams to ensure project objectives are met.
- To liaise with internal and external professionals to advise on aspects of the project to ensure the highest quality provision is delivered, to maximise impact on the learner experience and outcomes.
- To identify and mitigate risks to keep the project on track.
- To monitor and report on progress against key milestones; ensuring that any challenges are identified and resolved.

- To keep clear and accurate records of project progress and provide regular feedback and reporting to key stakeholders.

Person Specification:

Education & Qualifications

- Degree level / teaching / qualification relevant to the post.

Experience

- Working knowledge of the needs of learners with SEND within an education setting.
- Working knowledge of Higher Education sector.
- Experience of undertaking research, including stakeholder views and of making recommendations for service delivery.
- Experience of designing, developing and establishing new projects or services.
- Experience of project management.

Knowledge, Skills & Behaviours

- Strong communication skills, and the ability to influence, gain stakeholder buy-in and drive teams towards a common goal.
- Ability to collaborate effectively internally and externally.
- Attention to detail and the ability to track multiple moving parts.
- Ability to problem-solve and to identify solutions to any identified challenges.
- Commitment to an inclusive education.
- An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.

- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.