	Role Profile
Job Title	**Education Team Manager**

Salary range	Spinal point 61
Contract	Permanent
Main location	Portland College – For Main Campus or Nottingham Hubs
Hours and basis	37.5
Reports to	Assistant Principal Further Education
Date of issue	June 2023

Why Portland College needs this role

Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. The College has a successful Education department (OFSTED Outstanding). The College recognises the importance of pastoral care in supporting learners in a holistic manner to reach their potential as well as offering appropriate stretch and challenge and a clear line of communication for all involved in a learner's programme. The College is working to provide excellence in provision and the role of the Team Manager is critical to achieving this goal.

What you will be doing

- Develop, support and inspire outstanding delivery from tutors to support core curriculum objectives using coach and mentoring techniques.
- Ensure delivery staff work to expected professional standards for Teachers and Trainers in the Further Education sector and where necessary utilise performance management processes.
- Challenge less than good delivery using College frameworks.
- Guide the choice of appropriate qualifications/RARPA targets in Education from Entry 1 to Level 3 appropriate for EHC planned outcomes and starting points with support from the Exams & Quality FE Lead to ensure learners achieving their planned destinations and aspirations.
- Working with the Head of Quality to ensure effective and efficient tracking and monitoring of learner progress using validated data, taking appropriate steps to constantly improve outcomes.
- Working with the Quality and Data Team (QDT), you will ensure high standards of learning, teaching and assessment are consistent, timely and appropriate across the department both for accredited and non-accredited learning.
- Provide staff CPD relevant to their role, including Coach Mentoring and maintaining industry specific knowledge and skills.
- Work with Multi-disciplinary staff and Tutors to provide wrap around support and intervention, including Information Advice and Guidance (IAG) and Transitions Team, Positive Behaviour Support (PBS) and Therapies (Speech and Language Therapy (SLT), Augmentative and Alternative Communication (AAC), Occupational Therapy (OT), Physio Therapy (PT)) and Coach Mentors with specific foci on EHC planned outcomes and learner journeys.
- Working with others to effectively and efficiently develop and maintain a positive working environment to pursue the College's strategic objectives.
- Quality assurance audits as directed by the Quality and Data Team.

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- Working with the Cover Team to support effective staff deployment.
- Promoting all college policies and procedures and ensuring they are followed by staff and learners.
- Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Key results we want to see from this role (Direction and Pressure of Work)

- Tutors work at expected levels or better through effective line management.
- Professional relationships built with all relevant others
- Development of close working relationship with Quality and Data Team to ensure quality assurance processes are efficient and effective.

Dimensions of the role (Managerial & supervisory and accountability)

- Direct line management of delivery staff, circa 6 to 12.
- Demonstrate best practice across all areas.

Key work relationships

- To work with Tutors, Quality and Data Team, Curriculum Managers, Positive Behaviour Support Team and Therapy Managers, Information, Advice and Guidance Team and Transitions Team.
- Parent/carers and other external agencies and employers
- Support staff

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote fundamental British Values. Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK.

Other Duties & Responsibilities

- To provide staff and student training as required
- Invigilation of exams as and when required
- To provide departmental induction for new staff around tutorials and study programme processes.
- Such other duties as the management may from time to time reasonably require.

The above role is not all encompassing and is subject to regular review.

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Signature of post holder **Date**

I have read and accept the duties and responsibilities outlined in this role profile.