

Training & Education Coordinator - SEN/SENCo lead

4 or 5 days per week, permanent post, Tonbridge [TN10] based

**An exciting opportunity for a dynamic, capable, Teacher with SEN experience (ideally as a SENCo) with a passion for empowering learners who have unrecognised potential.
(Please do not apply for this role if you do not have SEN experience)**

You will relish the challenge of leading a small, talented team of YMCA tutors & mentors.

In this vital role, you will deliver contracted education for SEND 16 plus learners and help secure new business from other schools / authorities for vulnerable or excluded learner's age 14-25 who would flourish on our bespoke SEND/AC/AP curriculum. We focus on using construction & practical qualifications to engage, equip & empower learners with skills for life, for work and for living – meeting DfE's 'Preparing for Adulthood'.

Salary iro £30,000 - £35,000 – dependent on experience [+ pension + health]

Purposes of Post

- Manage, direct and lead our YMCA Training & Education team (primarily the well-respected Horizon Project: construction-skills, functional skills, personal & social development).
- Manage and support staff, volunteers, external agencies, learners / trainees, within agreed budgets and KPIs, to maximise impact, achievement, progression and learner outcomes.
- Coordinate referrals and manage relationships with referrers. Manage learner administration, induction, tracking, assessments, monitoring and relationships with family/guardians.
- Strongly role model safeguarding, responsibility, teamwork, collaboration, reflective practice, equality, diversity, inclusion, positive working relationships (internal & external), effective communication, empowerment, trust, respect, integrity, compassion, kindness and delegation.
- Be a pro-active member of the Senior Management Team and working-groups; continuously seeking to improve standards, trauma-informed practice and in partnership with the lead tutor maintain all accreditation [City & Guilds, NPTC, Duke of Edinburgh Award, CHAS, Ofsted]
- In conjunction with lead tutor and internal / external verifiers ensure YMCA retains outstanding quality assurance for qualifications (current and new). Coordinate audits, inspections, visits, contract compliance, reports to funders / commissioners and funding bids / contract tenders.
- Lead Ofsted preparation and readiness; and develop positive relationships with other providers, referrers, commissioners, destination providers / colleges / employers, DfE and ESFA.

Accountability

- Employed by YMCA West Kent.
- Accountable to the Head of Operations; and to the CEO for safeguarding matters.
- Ultimately accountable to SMT colleagues and Board Members

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

YMCA West Kent | Tel 01892 542209 | Fax 08712 390677 | Email info@WestKentYMCA.org.uk

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www.WestKentYMCA.org.uk | Company Limited by Guarantee No 2512960 | Registered Charity No 803529

Registered Office - Head Office, YMCA Ryder House, 1-23 Belgrave Road, Tunbridge Wells, Kent TN1 2BP

Key tasks

- Manage YMCA Training & Education including construction-based learning, functional skills (literacy, numeracy and ICT), personal & social development, careers IAG, Duke of Edinburgh awards and other Study Programme / Traineeship programmes, alternative curriculum/provision, customer service and other practical skills / wellbeing programmes, work experience, retail skills, furniture upcycling, bike maintenance, access to counselling, supported housing, youth work.
- In conjunction with the lead tutor, manage staff, volunteers & clients to ensure best practice, the highest standards, duty of care and greatest impact within constraints [legal, contract, budget].
- Improve links with referral agencies (internal & external) & families providing regular feedback.
- Ensure all trainees have initial interviews, induction, risk assessments, settling in and baseline assessments and reviews; followed by regular reviews to maximise progression and outcomes.
- Actively consult all trainees, to understand their needs, aspirations and barriers to learning, and to respond appropriately – using collaboration, co-design, co-development and regular reviews.
- Oversee learner journey: personal & social development, vocational & functional skills, address issues, updating individualised learning plans/EHCPs in consultation with other agencies.
- Work closely with referral & partner agencies, to ensure maximum development and progression of trainees; including ongoing support and engagement of alumni.
- Develop and oversee record keeping and write progress reports as required by partners, funders. This includes group, community work, special events, capturing feedback, media coverage and ensuring the learner voice is heard and respected at every opportunity.
- Introduce more rigorous assessment processes to baseline and monitor progression against the DfE PfA framework for SEND learners. This is likely use ABAS, reviewing adaptive behaviours.
- Lead and develop supervision, support, mentoring and continuing professional development for all staff and volunteers including induction, appraisals, staff meetings, sharing best practice and being a centre of excellence for SEN / vocational provision.
- Develop appropriate volunteer roles to support or mentor trainees or staff, and to develop new services, social enterprises, events, projects, marketing our work or valid work experience.
- Develop appropriate opportunities for trainees and staff to volunteer within other YMCA projects and in the wider community to further build mutual respect, teamwork and communication skills.
- Ensure move-on and follow-up support and progress tracking of previous trainees for at least two years after leaving; and more generic alumni support, tracking and mutual support.
- Support and advise other SMT members for all accredited client Training and Education.
- Network with agencies to gain new business, learner progression and to promote the YMCA.
- Plan and coordinate all potential funding, PR/Media, event and marketing activities in advance with Head Office to avoid duplication.
- Manage all income and expenditure in consultation with Head of Operations.
- Manage all health & safety [for staff, volunteers, clients, visitors, activities, events, vehicles and premises] in consultation with Head of Operations.
- Manage all safeguarding of clients, their families, volunteers and staff in consultation with CEO.
- Manage staff & volunteer leave, contracts, health, probation, induction and CPD training and appraisals in consultation with Head Office.
- Carry out any other tasks, commensurate with the purposes of the post, on the direction of the CEO or the Head of Operations.

NOTE – This post is subject to enhanced DBS, written references, qualification checks, and a youth panel before working with children, young people and vulnerable adults.



YMCA TRAINING &
EDUCATION

Skills for life, work and living

City & Guilds
Approved Centre

Person Specification:


Essential:

- Knowledge and experience of working with young people with SEND/EHCP – ideally with appropriate teaching qualification and SEN / SENCo experience for learners aged 14-25.
- Ability and experience to prepare for Ofsted inspection / visits.
- Ability to set high standards and clear boundaries
- Effective ability and skills to delegate and empower staff and volunteers
- Clear understanding of safeguarding principles, and best practice
- Excellent people management skills to manage staff, volunteers, learners, families and agencies
- Sound financial management skills
- Effective ability and skills to manage Health & Safety as applied to staff, volunteers, clients, visitors, activities, events, vehicles and premises
- Effective collaboration and team working skills at all levels
- Outstanding interpersonal skills - effective communicator with managers, staff, volunteers, trainees and other agencies
- Effective ability and skills to engage, motivate and empower trainees who may be significantly disengaged, vulnerable or excluded – using a trauma-informed approach
- Clear understanding of issues affecting young people: substance misuse, family breakdown, homelessness, mental health, learning or physical disabilities, abuse, neglect, CSE, CCE
- Demonstrable ability to ensure that staff facilitate individualised learning and progression and support for challenging trainees to overcome barriers to learning
- Demonstrable ability and skills to ensure that staff support, mentor and develop young people
- Experience of managing personal development programmes
- Experience of recruiting, supporting, training and managing staff and volunteers
- Car driver with access to transport
- Innovator, proven experience & skills as a "self-starter" who can think & work 'outside the box'
- Fully support the inclusive, person-centred Christian ethos of YMCA West Kent.
- Excellent ambassador for the YMCA and all YMCA client groups
- Excellent role model
- IT skills for Microsoft Office / Open Office

Desirable:

- Qualified teacher – secondary and/or PCET
- Educated to degree level in a relevant field
- DTTLs or similar
- Experience of working in a one to one setting (personal advisor, youth work, social work)
- Functional skills tutor experience or qualifications
- Careers advice qualifications or experience of Gatsby Career Benchmarks for colleges / SEND
- Counselling skills / active listening experience or qualifications
- Pastoral support experience or qualifications
- Mentoring or Coaching experience or qualifications
- Supervision experience or qualifications
- Assessor/Verifier qualifications or other Quality Assurance experience or qualifications
- Experience of employing and/or supporting apprentices
- Health & Safety experience or qualifications
- First aid, MHFA and suicide prevention experience or qualifications
- Minibus driving experience or qualifications, clean driving licence, 5 years driving experience
- Experience as a volunteer.

For full Job Description and Application Pack please contact Sasha on 01892 542209 or email hr@WestKentYMCA.org.uk or see www.WestKentYMCA.org.uk/job



YMCA
WEST KENT



Our Vision

Young people in need are equipped and empowered to build their future.

Our Mission

We are a local Christian charity committed to helping young men and women, of all faiths or none, particularly at times of need.

Our mission is to do this by providing the foundation that young people need, including:

- A safe and secure place to live
- A safe and supported place to learn
- A great environment in which to develop and grow, and
- An excellent standard of complete support, designed for and with young people

We aim to be the best provider of these young people's services and will work with partners who share our values and aspirations.

Our Values

We strive to be:

Inclusive	Caring
Ambitious	Honest
Inspiring	Empowering
Committed to sustainability	

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.