****

**Person Specification**

**Manager of Learning and Inclusion**

|  |
| --- |
| **Education and Training** |
| **Essential Criteria** | **Desirable Criteria** |
| Educated to degree level or equivalent in a relevant discipline |  Evidence of continuing professional development at academic level in one or more relevant area(s) e.g. Special Education Needs;  |
| Level 5 Teaching Qualification or equivalent. | Higher level qualification e.g. Diploma or similar relating to learners with SEND |

|  |
| --- |
| **Achievements, Knowledge and Experience** |
| **Essential Criteria** | **Desirable Criteria** |
| Successful track record at middle / senior management level in the specialist education sector  | Understanding of the delivery parameters of specialist education within a charitable organisation |
| Experience of working in the specialist education sector with people with complex learning and behaviour difficulties | Experience in the Ofsted Nominee role or evidence of having undertaken a substantial role in preparing for an Ofsted Inspection |
| At least 5 years` experience of teaching learners with S.E.N.D  | Knowledge of S.E.N.D. policy and legislation. |
| Experience of building, motivating and leading highly effective geographically dispersed multi-disciplinary staff teams |  |
| Experience of leading and managing strategic and operational change |  |
| Experience of developing excellent working relationships between internal directorates and external stakeholders |  |
| A demonstrable record of developing and delivering services that reflect the changing SEN FE education agenda. |  |
| Able to demonstrate a record of ensuring processes are in place that safeguard vulnerable people and deliver excellent quality standards |  |
| Demonstrable experience of effective business planning and delivery of services |  |

|  |
| --- |
| **Skills, Abilities & Behaviours** |
| Strong commitment to KITE College’s vision and values and to identifying and overcoming barriers that prevent people from being full and active members of society. | Demonstrable commitment to listening to and valuing diverse views, particularly those of people who are often marginalised. |
| Skilled in establishing, influencing, negotiating and building sustainable working relationships both internal and external to KITE College. | Provides access to a network of professional contacts that will enhance the performance of the College. |
| Clear communicator who is able to provide leadership and direction to college staff, directors and trustees as appropriate. Demonstrates excellent written and verbal communication skills and ability to communicate with stakeholders in a clear, meaningful and effective way |  |
| Able to plan, prioritise and deliver to tight timescales, responding flexibly and positively to change and work effectively under pressure |  |
| Encourages decisions to be taken at the lowest level possible, providing clear boundaries, support and advice; and without giving up on overall accountability.  |  |
| Demonstrates a responsible approach to decision making, and assessment and management of organisational risk. |  |
| Demonstrable ability to interrogate and interpret financial and management information, combined with experience of successfully managing significant multiple cost centre budgets within income and expenditure targets |  |
| Ability to evidence the behaviours outlined in the ‘I’ statements |  |

|  |
| --- |
| **Other**  |
| **Essential Criteria** | **Desirable Criteria** |
| Proven record of report writing  |  |
| Full Driving Licence |  |
| Comprehensive I.T. skills in Microsoft, Excel Packages |  |