



Grange Park School  
Borough Green Road  
Wrotham  
Kent  
TN15 7RD



## JOB DESCRIPTION

<b>JOB TITLE</b>	Partnership Manager (Post 16)
<b>SALARY POINT</b>	Kent Scheme Band 7 (FTE £22,581 to £25,564) + SENA Actual Pro-Rota Salary based on 37 hours / 205 days per year <b>£20,417 to £23,114 + a SENA of £1,296 pa</b>
<b>LIASION WITH:</b>	Assistant Headteacher for Post 16, and/or members of Senior Leadership Team.
<b>HOURS:</b>	37 hours per week, 205 days per year (term time +5 INSET days + 10 additional days)
<b>DATE:</b>	September 2020

### Location:

**Main Sites:** Based at the campuses of the partnership college  
Mid Kent College, Medway Campus, Gillingham, Kent, ME7 1FN  
Mid Kent College, Maidstone Campus Tonbridge Rd, Maidstone ME16 8AQ  
Hadlow College, Hadlow, Tonbridge, Kent, TN11 0AL

**School Site:** Grange Park School, Borough Green Road, Wrotham, Kent, TN15 7RD

An exciting opportunity has arisen to be part of innovative and forward thinking school that offers personalised learning to students whose primary need is Autism.

Coordinating the trail blazing college partnership provision that supports Grange Park students in our college provision enabling them to access a range of subjects at a mainstream site. This provision was commended during the schools Ofsted inspection as well as by the National Autism Society as part of the school's accreditation visit.

We are looking for an organised, innovative, problem solver who wants to make a difference to young people's lives and allow them to thrive at the college. We would welcome applications from candidates from a range of different backgrounds and experiences.

### **General duties and responsibilities for all school staff:**

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school and college settings.

### **Responsibilities and Duties of the Post:**

To lead the day to day management of a safe and secure learning environment for all students and staff at the partnership sites.

To contribute to shaping the strategic learning offer at Key Stage 5/Post 16, by creating a Personalised Pathway for all students, enabling the standards of achievement for all students based at the partnership sites to be raised.

To contribute to ensure that all GPS Partnership students remain in Education, Employment or Training.

To ensure effective and efficient systems are in place to support the teaching and learning of students, ensuring the needs of all the learners are met, utilising the tiered support approach.

To lead and develop strategies to work with all outside agencies at GPS partnership sites.

To line manage the work of the GP Partnership Teaching Assistants, including supporting day to day responsibilities and undertaking their appraisals.

To work collaboratively with all Partnership staff to ensure academic progress and social interaction.

To undertake Educational Health Care (EHC) Plan meetings with relevant stakeholders and ensure that students make progress against their EHC targets.

To ensure designated rooms are utilised appropriately and are in line with college and school policies, and display appropriate materials/information.

To work proactively with students to contribute to their daily mentoring and support needs. Working alongside college colleagues in having pastoral responsibility for those students based at Partnership sites, ensuring the appropriate level of support is provided.

To evaluate data (attendance and academic progress) and monitor interventions.

To contribute to the planning and development of additional courses aimed at broadening the range of options available and increasing opportunities for differentiation.

To ensure supplies for the Partnership are requisitioned and financial procedures and regulations are fully followed.

To act as initial point of contact for parents, answering enquiries, resolving issues and supporting college tutors to arrange meetings and make student/parental contact.

To develop a co-ordinated approach between college, school and parents/carers.

To follow College process and procedures in relation to GP students (e.g. student behaviour)  
To work in partnership with the AHT to support transition of students into the college partnership provision as well as supporting students transition from the partnership to the college from Year 12, Year 13, Year 14.

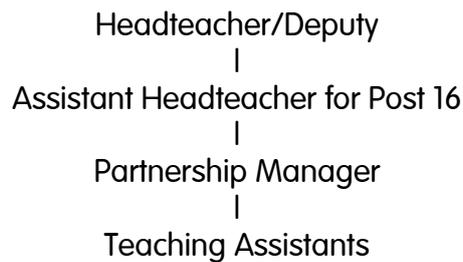
To provide a programme and support preparing the young person for independence and transition to their next phase of learning and life linked to the preparing for adulthood pathways.

To ensure accurate record keeping, including staff and student absence records.

To ensure all legal, statutory, LA and school policies are followed.

To undertake any training relevant to the post.

## **ORGANISATION**



# PERSONAL SPECIFICATION

## PARTNERSHIP DEVELOPMENT MANAGER

Please note: The Person Specification is a picture of the education, knowledge, skills and experience to carry out the job.

<u>Qualifications and Experience</u>	<u>Essential/Desirable</u>
Educated to a relevant degree level or equivalent; with a demonstrated commitment to continuous personal development.	Desirable
Experience of Key Stage 5/Post 16 education	Desirable

<u>Skills</u>	<u>Essential/Desirable</u>
Ability to develop and maintain good personal relationships with students, staff (GP and Partnership), parents/carers, governors and the wider community	Essential
Ability to demonstrate leadership qualities	Essential
Ability to work effectively with staff in the monitoring of learning and teaching	Essential
Ability to communicate effectively to staff teams and hierarchies	Essential
Ability to raise achievement by use of assessment data analysis and target setting	Essential
Ability to work under pressure and meet professional deadlines	Essential
Ability to manage and resolve conflict	Essential
Ability to use ICT for school management development	Essential

<u>Knowledge</u>	<u>Essential/Desirable</u>
Minimum of three years' experience as a successful leader/manager	Desirable
Good understanding of the Key Stage 5/Post 16 learning programmes and accreditation	Desirable
Good understanding of Person Centred Reviews and Systems	Desirable
Understanding or willingness to learn the principles of child development, learning styles and independent learning	Essential
Understanding of Autism	Desirable
Working knowledge of relevant policies/codes of practice/legislation	Desirable
Understanding of statutory frameworks relating to teaching and learning	Desirable

<u>Personal Qualities</u>	<u>Essential/Desirable</u>
Commitment to raising standards of attainment and equal opportunities across the school/provision	Essential
Commitment to maintaining strict confidentiality	Essential
Passion for excellence and ability to lead by example and encouragement	Essential
Commitment to develop own knowledge, understanding and skills	Essential
Enthusiasm, flexibility and sense of perspective	Essential