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| **PERSON SPECIFICATION** |
| **PROJECT OFFICER LEARNING & STANDARDS (SEN)** |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education / Qualifications** | * PTTLS / QTTLS / DTLLS or equivalent. * SEN Specialism. * Minimum of Level 2 literacy and numeracy. | * Level 3 Management or equivalent. * IAG Level2/3 * Prevent Level 2 * Safeguarding Level 2 * Internal Verifier qualification * Mini bus driver qualification * Functional Skills Specialism |
| **Knowledge/**  **Experience** | * Recent delivery of funded education/skills/learning provision. * Understanding and practical experience of the OFSTED and MATRIX frameworks. * Knowledge of government education policy, funding and how to implement performance and standard measures to meet all areas. * Knowledge of current issues in Further and Higher Education. * Proven track record of tackling poor performers and making appropriate interventions. * Experience/proven track record of successfully managing, leading and improving a team. * Engagement and networking with local providers to engage learners onto programme. * Evidence of continued professional development. * Managing projects/programmes. | * Teaching experience of post 16 education including SEN. * A full understanding, in-depth knowledge and experience of the Ofsted and Matrix inspection processes. * Delivery of functional skills. * Safeguarding of children and adults at risk. * Prevent strategies. * Experience of H&S systems including risk management. * Experience of European funded contracts and reporting mechanisms. * Use of a range of software linked to recording and reporting. * Improving soft skills outcomes. |
| **Competencies/ Skills** | * Strong leadership and management skills. * Excellent communicator both verbal and written. * Excellent oral and written presentation skills. * Excellent analytical, report writing and IT skills. * Excellent organisational skills, time management and prioritisation * Innovative and proactive to the development of relevant provision. * Ability to work with teams and individuals to improve performance and standards. * Tenacity, flexibility and the ability to work calmly under pressure. * Suitable to work with young people and vulnerable adults. * Ability to manage complexity and diversity * Personal and professional integrity * Confidence to work alone and show initiative. | * Effective networking skills. * Ability to work in collaboration with partner organisations, the community and other stakeholders * The ability to think and work commercially whilst meeting the charitable aims of the organisation. |
| **Values and Attitudes** | * Flexible according to the needs of the business. * Sense of humour. * Equal opportunities for all staff, volunteers and clients or participants. * Smart and professional appearance. * Confident. * Enthusiastic and positive. |  |
| **Additional Requirements** | * Committed to the ethos of Groundwork and its practices. * Commitment to Health and Safety, Safeguarding and Prevent processes. |  |

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| PREPARED BY: | CW 13/08/18 |