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| **PERSON SPECIFICATION** |
| **OPERATIONS MANAGER – LEARNING & STANDARDS** |

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education / Qualifications** | * A graduate level or appropriate professional qualification * Teaching qualification or equivalent experience * Minimum of level 2 literacy and numeracy or willingness to complete | * A1 award or equivalent. * Internal Verification / moderation * SEN specialism. * L5 Management qualification, or equivalent. * IAG Level 4. * Designated Safeguarding Officer Level 3. * Prevent Level 2. |
| **Knowledge/**  **Experience** | * Experience of successfully leading and improving teaching, learning and assessment strategies within a curriculum area. * Evidence of strategies which have had successful impact on learner outcomes, including raising attendance, retention and achievement. * A full understanding, in-depth knowledge and experience of the Ofsted and Matrix inspection processes, particularly around teaching, learning, assessment and IAG and how to drive the quality improvement strategies and processes to achieve excellence. * 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. * Evidence of ability to drive performance and success. * Proven track record of tackling poor performers and making appropriate interventions. Ability to develop appropriate reports, interpret information, develop intervention strategies and produce reports. * Evidence of continued professional development. * Proven track record of managing others. * Evidence of managing and ensuring an observation and being an accurate observer**.** * Ability to demonstrate track record in partnership working. | * Evidence of use of ILT within teaching and how to improve teaching, learning and assessment opportunities to improve learners value added scores. * Proven track record of teaching in post-compulsory education or equivalent including learners with learning difficulties and disabilities. * Experience of European funded contracts and reporting mechanisms. * Functional skills experience * Management of payment by results contracts * Safeguarding of Children and Adults at Risk. * Prevent Strategies. |
| **Competencies/ Skills** | * Evidence of strong leadership who is able to move forward complicated projects. * Ability to think and act strategically and laterally and use initiative. * Ability to work with teams and individuals to improve performance and standards within a short timeframe. * An understanding and ability to ensure that all curriculum programmes including 16-19 study programmes, directly have appropriate quality processes to ensure excellence. * Excellent communicator both verbal and written * Excellent oral and written presentation skills * Excellent analytical and IT skills * Experience in implementing E&D within the curriculum * A successful track record of influencing and implementing processes * Ability to manage complexity and diversity * Ability to work in collaboration with partner organisations, the community and other stakeholders * Tenacity, flexibility and the ability to work under pressure. * Personal and professional integrity * Suitable to work with young people and vulnerable adults. * Excellent organisational skills, time management and prioritisation. * Ability to work calmly under pressure. * The ability to think and work commercially whilst meeting the charitable aims of the organisation. * Use of a range of software linked to recording and reporting. | * Ability to confidently present to an audience * Effective networking skills |
| **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** | * Commitment to Health & Safety, Safeguarding and Prevent processes. * Committed to the ethos of Groundwork and its practices. |  |

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| PREPARED BY: | CW 06/08/18 |