

Role Profile

ROLE TITLE: Centre Manager (Large)

REPORTS TO: Assistant Principal	Grade: 10
DIRECTORATE: Education	NO OF DIRECT REPORTS: Up to 8
DBS REQUIRED: Yes	LEVEL OF DBS: Enhanced & Barred
QUALIFICATIONS REQUIRED: English and Maths Level 2 Teaching Qualification (DET Equivalent or above)	

PRIMARY PURPOSE OF THE ROLE:

Lead and manage a large education and skills centre to achieve outstanding educational outcomes for young people and adults, and to ensure a viable and sustainable provision for our Learners and Nacro.

KEY RESPONSIBILITIES:

- Ensure the delivery of high quality education and outstanding teaching, learning and assessment to wide range of learners including those on the Study Programme, 14-16 year olds and adult learners.
- Plan and lead the recruitment of learners to meet or exceed targets working with Nacro marketing and local partners to achieve this.
- Lead and manage a professional team of staff to deliver the aims of the Nacro Centres, Key Performance Indicators, and to ensure educational outcomes and progression of all learners is at the centre of delivery.
- Ensure a planned and relevant curriculum for learners is delivered which is in line with the Nacro curriculum planning guidance, requirements of Ofsted, awarding bodies, our learners and meets local demand. Designing learner programmes that are both compliant and effective in maximising funding for the learner.
- Plan, develop and manage income and expenditure to achieve a viable value for money Centre.
- Take lead management responsibility within the centre for Safeguarding which may include undertaking the role of the Designated Safeguarding Officer and ensure a culture of safeguarding, as well as compliance, reporting and review of lessons learned.
- Ensure learner voice is effectively captured, promoted and responded to on a regular basis and involvement action plans are fully implemented.
- Act as local lead for Ofsted and other commissioners and to provide appropriate level of information, analysis and reporting this includes maintaining professional relationships and appropriate confidentiality of information.

PEOPLE MANAGEMENT

- Lead team by example by upholding Nacro's values and behaviours and translating those into everyday activity. Be prepared to make difficult decisions and support direct reports to make difficult decisions.

- Own and set direction for a team/direct reports to deliver the organisational and local priorities.
- Take responsibility for the communication of organisational and local messages through regular and effective team meetings.
- Set clear objectives and performance targets for each direct report using the appraisal process and monitor through regular one to ones.
- Work collaboratively across Nacro and with external stakeholders ensuring that you and your team provide a good service.
- Challenge direct reports to continually consider better ways of delivering outcomes for their service users/learners
- Provide development and support to your direct reports to ensure their effectiveness and wellbeing.
- Take responsibility for all aspects of people management including managing the recruitment, attendance, conduct and performance of direct reports using the appropriate policies and procedures.
- Recognise and reward positive behaviours and contributions from direct reports consistently and encourage innovation.

PROFESSIONAL & TECHNICAL

- Lead and manage a team of skilled professionals with a focus on quality and excellence, ensuring that best practice is shared and aligned to industry standards and best teaching methodologies.
- Lead the development of appropriate learning resources, facilities, environment and opportunities to support high quality teaching and learning, prepare learners for the world of work/further study, and lead good practice in team/directorate.
- Ensure regular review and monitor the attendance, retention and progress of learners and follow up as required to ensure learners achieve their targets. Promote attendance to meet target KPIs overall and tackle issues resulting in underperformance.
- Consistently apply behaviour policy and promote positive behaviours of learners as well as taking appropriate interventions and action where required.
- Understanding of SEND Code of Practice and ability to negotiate resource for learners with EHCPs or identified special educational needs.
- Knowledge of CEIAG and ensure that careers education, advice and guidance, English, maths and safeguarding are embedded into Centre activities.
- Oversee and ensure preparation of quality improvement reviews and plans (QIR/QIP) and Self-Assessment Reports (SAR) in accordance with Nacro's organisational guidelines, awarding body standards, and relevant inspection frameworks – Ofsted
- Develop and nurture local partnerships to support referrals, work placements, funding and investment in learners and the Centre.

ORGANISATIONAL PERFORMANCE AND COMPLIANCE

- Ensure initial and regular assessments of the potential or actual service user, including any risks, of his/her needs and requirements in respect of the service, to determine eligibility for the service taking necessary action where required are delivered by direct reports.
- Ensure all the required health & safety checks are undertaken in person or by direct reports, taking any necessary remedial action.
- Set team performance targets as agreed with your manager and ensure that they are delivered including working within income and budget targets.
- Ensure that you and your team maintain up to date records via relevant and appropriate systems within specified timeframes and produce reports as required.
- Positively promote and represent Nacro at all times, building strong relationships with colleagues to work as part of an integrated team focused on meeting the needs of services users/learners.
- Adhere to Nacro's Safeguarding and data policies and procedures at all times and comply with legislation and statutory duties and data controls protocols and ensure that your team understand and deliver their responsibilities.
- Promote and carry out all responsibilities with full regard to Nacro's Equality and Diversity Policy and ensure that your team do the same.
- Keep up to date with relevant regulatory requirements of the sector and ensure that service delivery meets these requirements, including engaging in audits, investigations and inspections as required.

Line Manager/Head of Dept:	
HR Business Partner:	
Date:	
Profile review date:	