

## Job profile

### Service and job specific context statement

<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Inclusion (Inclusive Education Service)
<b>Post title:</b>	Opportunities Area Project Manager
<b>Grade:</b>	SM1
<b>Responsible to:</b>	Lead Adviser for Social Emotional and Mental Health (SEMH)
<b>Staff managed:</b>	Manages a multidisciplinary team
<b>Date of issue:</b>	January 2019
<b>Job family:</b>	<b>SM - Senior Management</b>

### Job context

This project will address the high levels of fixed-term and permanent exclusions in the area and further build the resilience of schools, as well as other services, to support children and young people who are disengaging with school and displaying behaviour that challenges. An Enhanced DBS is required for this post.

The project manager will work collaboratively to ensure the partnership between North Yorkshire County Council, Academy Trust CEOs and head teachers works in the best interest of achieving the outcomes of the project. The project aims to systematically address the underlying causes of young people's disengagement with schools, looking at the social, emotional health and wellbeing of both children and families and providing a tailored, whole-school approach to improvement across the schools participating in the project.

It will focus on:

- Building a framework of inclusion in schools based on mutually respectful relationships;
- Reviewing behaviour and inclusion strategies;
- Building the capacity of schools and the team around the school, to respond to, and meet the needs of, children and young people in distress;
- Providing appropriate support for families to support the needs of their children; and
- Providing more opportunities for the curriculum to be personalised for children and young people

The project manager will lead the implementation of the Opportunities area project ensuring a coherent and co-ordinated approach to the activities required in order to achieve the key deliverables and desired outcomes.

### Structure



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### Job Description

Job purpose	To lead and manage the Opportunities area Project.
<b>Operational management</b>	<ul style="list-style-type: none"> <li>• Be responsible for all aspects of the performance management of the project; with the support of the Performance and Outcomes Team, ensure the maintenance of systems for the collection of data to inform the evaluation and planning.</li> <li>• Have oversight of the development of the project including the embedding of the behavioural approaches across the schools within the project and the operational working of the Building Bridges team.</li> <li>• Maintain project issues and risk registers and escalate as necessary to ensure that timely and effective solutions are found.</li> <li>• Maintain project level documentation including highlight reports and project plans.</li> <li>• Have responsibility for people management including recruitment and selection, performance management, staff development and operational management of the Building Bridges team.</li> <li>• Ensure the continuing professional development element of the project is implemented and that schools and the team around the school receive the training required to implement the selected approach.</li> <li>• Prepare advice and guidance for the board on the allocation of resources for Alternative provision in partnership with the Alternative provision co-ordinator.</li> <li>• Have oversight of complex casework ensuring that matters are responded to promptly and appropriately and share information about schools causing concern.</li> <li>• Contribute to, and be up to date with, research and development in the field of SEMH.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Ensure that the information sharing protocols for Children and People, and their families, as set out in the General Framework for Information Sharing in North Yorkshire (2005) are adopted.</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>• Work with the Project board, Local authority officers, Academy CEO's and local head teachers to ensure the project is delivered effectively.</li> <li>• Work with schools to implement the joint strategies/approach to meet the SEMH needs of pupils.</li> <li>• Participate in the project board and lead the operational group established to drive the project delivery.</li> <li>• Have a commitment to shared values and the common purpose of developing a culture of inclusivity and supporting the SEMH needs of pupils in the opportunities area.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• To lead, direct, monitor and quality assure the project.</li> <li>• To provide detailed information, justification and rationale for the project board on any financial outlay.</li> <li>• Work in partnership with senior leaders across the schools participating in the project to ensure delegated resources are used effectively.</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>• Follow appropriate service systems and protocols for time recording, records of visit and other reports.</li> <li>• Access, analyse and make appropriate use of performance information and data about school/settings.</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• Be responsible for the strategic leadership of the project and in evidencing the outcomes of the project alongside an external evaluator.</li> </ul>

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- Co-ordinate and participate in the activities of project boards to ensure that implementation meets with required objectives and desired outcomes.
- Produce progress reports for the project board and others as required.
- Ensure the project board are informed of developments and the progress impact of the report and are able to govern the project effectively through the information shared.
- Support the work of the Alternative Provision co-ordinator in the shaping, development of and commissioning arrangements of alternative provision within the Opportunities Area and in ensuring the schools and local authorities' duties in relation to alternative provision are met.
- Develop and maintain strategies to meet the needs of children and young people with difficulties with social, emotional and mental health in its broadest sense that may demonstrate itself in behaviour that challenges the institution through co-ordinating the work of the Building Bridges team and through support and challenge for schools.
- Be responsible for driving improvements in the Inclusive practice of the schools participating in the project linked to the behavioural approach introduced and their overall approach to supporting the SEMH of pupils.
- Support mainstream schools within the project to adopt a person-centred approach to meeting the SEMH needs of pupils.
- Co-ordinate all aspects of planning in relation to the three key elements of the project and combine to form a coherent plan for the project.

### Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Communicate, record and report using the most appropriate format.

## Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of the SEN Code of Practice.</li> <li>• Extensive knowledge and understanding of a range of Alternative provision, SEN provision and the accountability frameworks within which schools and settings operate.</li> <li>• Extensive knowledge of a range of intervention programmes and appropriate teaching and learning strategies to address the needs of children and young people with Social Emotional and Mental health needs.</li> <li>• Understanding and practical application of project and change management methodology.</li> <li>• Awareness of local authority policies, procedures and statutory duties relevant to the education of children and young people with SEMH.</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Senior leadership/management within a special or mainstream school and/or local authority support services.</li> <li>• Experience of operating at a senior level to implement projects and change initiatives.</li> <li>• Successful implementation of change through the development of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning of services or provision</li> </ul>

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<ul style="list-style-type: none"> <li>• Experience of planning and delivering projects including the management of resources and managing diverse project teams.</li> <li>• Creative and innovative practice within an organisation or service.</li> <li>• Participation in organisational planning, review, target setting and decision making processes.</li> <li>• Management, development and delivery of training.</li> <li>• Performance management / appraisal of staff.</li> <li>• Recruitment and selection.</li> <li>• Inter-agency collaboration and partnership working.</li> <li>• Community engagement.</li> </ul>	
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Competent negotiator in order to influence partners.</li> <li>• Excellent communication skills to drive through change.</li> <li>• Ability to oversee the delivery of strategic projects reviewing and making amendments as necessary.</li> <li>• Creativity and innovation to generate solutions to difficult issues.</li> </ul>	
<b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b> <ul style="list-style-type: none"> <li>• A relevant degree</li> <li>• Recognised and relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualification for Headteachers</li> <li>• Leadership/Management qualification</li> <li>• Post graduate or advanced qualification in SEMH</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• Ability to travel across the County</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.