**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support young people to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

TCHC have a strong belief that success is created together; one of the reasons why we are a great employer to work for.

***TCHC is a disability confident committed employer.***

**Who are we looking for?**

***Are you ambitious for young people? Are you ambitious for your team? Can you lead a team effectively to achieve positive outcomes for young people who may have been disadvantaged in some way? Are you willing to go the extra mile for a young person? Have you the skills and ability to inspire and lead a team strategically***

***If yes read on……***

TCHC is looking for an organised, motivated, and solution-focused individual to manage their 16 – 19 education and training centre in the centre of Basildon. The Centre Manager will play an integral role in our centre by ensuring effective management of the centre team, operations, and curriculum, be the lead for effective and successful implementation of the TCHC teaching, learning and assessment policy resulting in learner achievement, success and sustainable training centre for learners who require additional support to progress.

A person to build and promote the centre’s importance to the local area and its communities with key stakeholders, identifying opportunities that support growth. Confidently lead a team strategically through good organisational, interpersonal, and communication skills while enthusing others along the way.

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| --- | --- |
| **Job Title:** | Centre Manager |
| **Location:** | Southgate House, Basildon  |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, 1-hour lunch, 37.5 hours per week |
| **Contract Type:** | Perm |
| **Reports to:** | Director of Youth Programmes |
| **Salary Band:** | £32,000 up to £36,000 per annum (depending on experience) |

**What are we looking for?**

**Qualifications & Experience:**

* Management qualifications from Level 3 (Desirable)
* Quality assurance qualification (Desirable) or willing to work towards
* GCSE (or equivalent) in English and maths at grade C or above (Essential)
* To have experience managing teams within an educational setting (Essential)
* SEN qualifications and experience (Desirable)
* Experience and understanding of an EHCP (Essential)
* Background in further education either with a training provider or College
* Experience in managing administrative responsibilities ensuring operational tasks are successful. (Essential)

**Summary of Main Tasks & Responsibilities**

* To lead and manage the team of the education centre implementing the TCHC vision and curriculum.
* To provide strategic and effective leadership for the operational success of the centre through effective staff management of tutors, learning support assistants and centre support staff.
* Responsible for ensuring support interventions are put in place for any learners that maybe at risk
* Attend network meetings with all referral agencies, and local authorities to ensure the centre is positioned effectively to support these stakeholders.
* Ensure the behaviour management policy is implemented effectively across the centre enabling learners to flourish
* Plan learner support for individuals who require this and review monthly or when required
* Monitor attendance of all learners and ensure interventions are in place to support any improvements required
* To work with the tutors to ensure learners are receiving good quality education across all courses.
* Manage the learner recruitment process by effectively reaching centre capacity.
* Effectively manage the EHCP process within education ensuring targets are being achieved.
* Ensure EHCP’s are reviewed timely
* Safeguarding is acted on promptly and reported to the safeguarding manager.
* Monitor KPIs and report to the Director of Youth Programmes
* Monitor and manage the centre's finances with the finance department.
* To ensure all administrative processes are followed by creating work flows for completion
* Meet and build relationships with families and young people.
* To implement methods to build and extend effective local and/or national relationships that support the growth of the centre.
* Attend centre manager meeting once a month at the TCHC head office

**Note:** These responsibilities serve as an initial outline for the tasks that the post holder will initially be expected to perform. Changes may occur over time to accommodate evolving job requirements and adapt to shifting circumstances.

Furthermore, given the dynamic nature of our operational environment, it is crucial for individuals in these roles to demonstrate flexibility and a willingness to travel to different work locations. This outline represents an initial plan and will be subject to periodic review as part of our Continuous Professional Development process.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Rewards for your hard work**

For us here at TCHC reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period.
* When your birthday falls on a working day you will receive this day off at full pay.
* Sickness pay allowance.
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to the qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* CPD opportunities to support your development
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply please complete the application form online at: <https://tchc.net/apply-now/>

**Application deadline**

The closing date for applications is 13/10/24.

**Interview dates**

Interviews are scheduled for W/C 14/10/24