**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?***

***If yes read on……***

TCHC is looking for an organised, motivated, and solution-focused individual to manage their SEND education and training centre in Gray’s. 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 vision resulting in learner achievement, success and sustainable training centre for learners who require additional support to progress.

A person to continue to build and promote the centre’s importance to the local area and its communities with key stakeholders, identifying opportunities that support business 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:** | Thurrock, Grays |
| **Working Hours:** | 8.30 am to 5.00 pm, Monday to Friday, inclusive of 1-hour lunch unpaid, 37.5 hours per week. |
| **Contract Type:** | Perm |
| **Reports to:** | Director of Youth Programmes |
| **Salary Band:** | £32,000 to £36,000 per annum |

**What are we looking for?**

**Qualifications:**

* 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 (Essential)
* 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)

**Main Tasks & Responsibilities**

* To lead and manage the team of the education and training centre implementing the TCHC vision and curriculum.
* To provide strategic and effective leadership for the operational success of the centre through effective staff management.
* To implement methods to build and extend effective local and/or national relationships that support the growth of the centre.
* Attend network meetings with all referral agencies, and local authorities, to ensure the centre is positioned effectively to support these stakeholders.
* To work with the tutors to ensure learners are receiving good quality education across all courses.
* To effectively oversee the behavioural management and attendance monitoring of learners.
* Manage the learner recruitment process by effectively reaching centre capacity.
* Effectively manage the EHCP process within education ensuring targets are being achieved.
* 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.
* Meet and build relationships with families and young people.

**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, individuals in these roles must 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.

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

**How to Apply**

To apply please send your CV and cover letter to HR@tchc.net