

Job Description and Person Specification

Role: Coventry Alternative Provision Operations Lead



Job Description

Job Title	Coventry Alternative Provision Operations Lead
Grade	8
Service	Education
Reports to	Head of Educational Entitlement & Alternative Provision
Location	Broadgate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

As Coventry Alternative Provision Operations Lead you will be joining the service at an exciting time as Coventry continues to provide and develop a unique and high quality alternative provision service. In this role you will be responsible for the oversight and management of the Coventry Alternative Provision (CAP), ensuring the successful operation of the service which aims to improve outcomes for young people who are disengaged from education. You will lead and manage the CAP team in order to encourage, support and maximise the educational achievement and experiences of all young people utilising the Service whilst also ensuring oversight of the CAP Framework and high quality alternative provision across the city. As CAP Operations lead you will oversee a range of alternative provision pathways which schools and local authority services will commission into and which will support their children and young people to gain qualifications, skills and experiences.

Main Duties & Key Accountabilities

Lead the operations of the Service for the education of children and young people (CYP):

- Supporting the Head of Education Entitlement and Alternative Provision through managing and directing the work of the Service in order to deliver its vision and core functions, in line with local and national developments.
- Work across the LA, and with individual schools, spreading best practice across schools, the authority and its partners and encouraging schools, training providers and other services to have high aspirations for students.
- Act as an LA source of expertise in Alternative Provision around the use of unregistered providers and provide advice to colleagues as appropriate.
- Develop and build diversity and capacity of provision within the CAP Framework through actively seeking new training providers and courses/programmes
- Ensure CAP operates in line with the DfE, Ofsted and local council policy and guidance.
- Work closely with internal and external services such as education, public health, police, social care and others to ensure the CAP offer remains relevant and meets current need.
- Provide guidance, support and direction for members of the team ensuring a high quality and compliant service offer.
- Promote an understanding and positive commitment to learning outside the classroom across the schools.
- Set clear objectives and targets for the Service and develop clear operational plans to deliver a high-quality service.
- Organise and deploy the resources available, manage the day-to-day service budget and deliver value for money.
- Supported by the Procurement team oversee the procurement process for providers tendering to the CAP framework, ensuring tenders are assessed in a timely manner and feedback is constructive.
- Support in the review of the CAP Framework and the School Service Level Agreements including charges to schools for the programmes provided.

- Ensure value for money for schools by operating within the Framework and where required undertaking a competitive tendering process to deliver Coventry Alternative Provision, subsequently ensuring providers meet contractual obligations.
- Evaluate the impact and quality of all programmes, at least annually, and modify as appropriate
- Seek new custom within and outside of Coventry to secure funding for the Service.
- Make effective links with appropriate staff across the People Directorate, other City Council Departments, business partners and other relevant agencies.
- Offer appropriate training and support to training providers to ensure they are kept abreast of the most recent educational, curriculum, alternative provision and safeguarding developments
- Develop and lead on Alternative Provision training schools and training providers, including guidance on collaborative safeguarding and Ofsted readiness.
- Working with management and service leads commission appropriate provision which meets the needs of learners.
- Working closely with key stakeholders, agencies and service colleagues, to develop appropriate and compliant Alternative Provision Packages and Programmes as appropriate to meet need, including EOTAS, 6th Day Provision and Elective Home Education
- Support schools to identify those learners who will benefit most from CAP.
- Represent the CAP service at panel meetings as required.

Monitor and evaluate student's progress and programmes, and maintain effective underpinning data systems for CAP:

- Ensure there are robust systems and process' in place for the monitoring, reporting and review of student placements; attendance, progress, behaviour and safeguarding in line with national and local guidance, including the oversight of MIS and software systems and organisations.
- Monitor training providers and organisations are monitoring the attendance, progress, behaviour and safeguarding of CYP is monitored through regular checks and visits by the monitoring team to providers and address any emerging issues.
- Develop and implement collaborative operational policies and process' and ensure that appropriate systems are in place which will maximise the achievement of CAP students.
- Ensure the range of provision is publicised and marketed well, using all such methods as are appropriate
- Ensure all pupils have appropriate courses and access to qualifications through liaising with the schools' CAP Learning co-ordinators in order to match applications with places.
- Monitor, review and update the frameworks quality assurance measures, referral pathways, criteria and process to ensure they are in line with national and local guidance.
- Ensure there is a robust system and process in place for programme or course referrals and data sharing.
- Maintain up-to-date and comprehensive data on the attendance, progress and achievement of CAP students, producing reports and presentations to boards and panels where required.

Key relationships

External	Internal
<p>Training Providers All state schools In Coventry and Academy Trusts Schools and Academies outside of Coventry Children and Young People Parents / Carers Social Care, and other relevant partners</p>	<p>Councillors Finance Legal HR Other Teams within Education & Children's Services (including Attendance and Inclusion Teams, SEND, School Organisation, School Improvement, Virtual school, Hospital Education Service, Early Help, MASH)</p>

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

CAP Administrator

CAP Quality Monitoring and Pastoral Officer

CAP Personalised Monitoring and Outreach Officers

CAP Admin Apprentice

Person specification

Job Evaluation Code	A5944
Knowledge	
Robust understanding and working knowledge of Alternative Provision in line with the DfE and Ofsted national policy and guidance.	
Able to demonstrate appropriate knowledge of The legislation, regulations and guidance for the work of the Education Service	
Knowledge of the National Curriculum and the wider school curriculum	
National trends and developments in policy that will impact on local authorities through their education function.	
The educational attainment and progress of vulnerable young people, likely barriers to success and key factors to promote educational achievement.	
Strategies and interventions for effective learning.	
Budgetary management and control.- is this full control?	
Skills and Abilities	
Able to manage the performance of a range of diverse professionals ensuring quality services are delivered.	
Ability to enable other professionals and training providers to develop through offering support and challenge in a positive way, with sensitivity.	
Able to communicate effectively, verbally, in written communications and by using ICT and to relate well to a wide range of people.	
Able to empathise with others and enable them to find ways forward in difficult situations.	
Able to develop positive working relationships with professionals from diverse disciplines.	
Able to gain the confidence of the City Council, elected members, head teachers, governors, trade unions, business partners, and other partners as a provider of quality advice and service.	
Able to build networks and maintain links with a wide range of contact both within and outside the service, helping to ensure that policies and practice are co-ordinated between services to support the educational process.	
Able to demonstrate commitment to equality of opportunity and the ability to ensure that principle of equality of opportunity informs all work.	
Able to demonstrate a positive attitude to and about young people and to be their champion when appropriate.	
Analyse monitor and evaluate data to a high standard	
Flexible and positive attitude and the ability to adapt effectively to changing service needs.	

Good financial skills
Act as an advocate for the service and promote its reputation.
Able to lead on the services presence on social platforms
Able to create training and information presentations and host collaborative events.
Experience
A proven track record of providing successful management within a local authority, education service, school, or FE College, including the management of staff.
Experience of working collaboratively with other agencies.
Substantial current or previous management experience of supporting vulnerable children within the Education Service.
Successful experience in planning and implementing innovative projects.
Experience of working with schools in an advisory or consultative capacity.
Working in a consultative style within a range of contexts.
Proven experience of implementing policies, strategies and project development involving innovation to promote change.
Developing and delivering training.
Successful partnership working on complex issues with headteachers, educational establishments and parents.
Working with young people in an educational setting.
Substantial understanding and experience of working within Alternative Provision.
Relevant professional qualification or significant relevant practical experience.
Evidence of continuing professional development.
Qualifications
Relevant professional qualification or significant relevant practical experience.
Evidence of continuing professional development.
Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	July 2024	Date Reviewed	
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