

## Job Description

<b>Post title:</b>	Education Manager
<b>Salary:</b>	Dependent on qualification & experience + £5k Car Allowance
<b>Reporting to:</b>	Director of Education

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### Duties and Responsibilities

- To assist the Director of Education to lead and manage northern**care** Schools.
- To participate in the appointment of new staff.
- To assist the Director of Education to manage the induction of new staff to northern**care** Schools.
- To promote the professional development of staff taking into account their individual needs, the needs of the schools and northern**care** business needs.
- Be responsible for communication with the Director of Education, Education Managers and Senior Teachers
- To monitor education staff attendance.
- To help process communications within northern**care** Schools and northern**care** teachers.
- To help organise regional and national meetings.
- To assist the Director of Education with northern**care** Schools' strategic policy and to help formulate northern**care** Schools Improvement Plan.
- To help monitor and evaluate teaching and learning, planning and assessment
- To be a member of the Education Senior Management Team and as such be available for meetings.
- To be responsible for monthly reports concerning monitoring and development within northern**care** schools.
- To promote northern**care** Schools via liaison with other professional bodies such as Health and Social Care, Ofsted, LEAs Training Providers, business and relevant others.
- To assist the Director of Education to monitor the Education Budget.
- To undertake staff training and development.

- To ensure all requirements for Ofsted are met.

### **Health and Safety**

You are required to cooperate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company Policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions that present a safety risk.

### **Equal Opportunities**

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies Equal Opportunities Policy and Guide to Equality document.

### **Statement**

This Job Description forms part of your Main Terms and Conditions of Employment. However, the above duties do not include or define all tasks that may be required by the postholder. The Company reserves the right to review and amend any part of the Job Description as and when deemed necessary for the purposes of the performance of your duties.

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**Signed (Employer):**

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**Signed (Employee):**

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**Date:**

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