



Inspiring Young People

Job Description

Post Title	Salary; Grade	Contract
Head of Alternative Education	£54,413-£60,403; Band 1	Permanent full time
Responsible to	Responsible for	Work location
CEO	All Alternative Education staff	Southside Youth Hub

Context

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

The **Alternative Education Programme** at YCSW offers dynamic and flexible programmes designed predominantly for young people with an Education, Health and Care Plan (EHCP) who are unable to access mainstream education and training. These programmes are delivered in partnership with Local Authorities and other education providers.

Purpose of Job

The postholder will provide strategic oversight and operational management of all Alternative Provision (AP) courses and SEND education services. They will also lead on developing new education provisions and ensure quality standards of all existing provision.

As a member of the Senior Leadership Team (SLT), you'll play a key role in identifying and creating opportunities for young people to gain

Creating opportunities with young people to



qualifications, develop essential skills, and progress toward employment, independence, and their personal goals.

Youth Connect South West Accountabilities and Responsibilities

1. Strategic Leadership and Vision

- Lead on the design, delivery, and review of the education strategy, aligning with organisational goals and the SEND Code of Practice.
- Drive innovation and quality in AP and SEND education, ensuring compliance with statutory requirements and funding guidance.
- Contribute to organisation-wide strategic planning as part of the SLT, ensuring education and SEND provision is inclusive, impactful, and learner-centred.
- Represent the education and SEND voice at leadership level, ensuring continuous improvement and young people's voices shape practice.
- Build and maintain partnerships with schools, local authorities, health services, colleges, employers, and external services to enhance learner pathways and support successful transitions.

2. Curriculum and Programme Development

- Provide strategic oversight to ensure the alternative provision team designs and delivers a flexible, personalised curriculum that meets the diverse needs and aspirations of young people.
- Ensure the curriculum aligns with local labour market demands and community opportunities, supporting learners' progression to meaningful education, training, and employment routes
- Ensure effective teaching, learning, assessment, and accreditation, with clear learner progression pathways. Oversee the inclusion of recognised qualifications, vocational training, and enrichment opportunities within the curriculum offer.
- Align all education delivery with Ofsted's Education Inspection Framework (EIF) for post-16 provision.

3. Quality Assurance and Compliance

- Ensure the securing and negotiation of all contracts, with oversight of all contract requirements and contractual relationships.
- Set and monitor KPIs for the programme, ensuring trustees and the CEO has regular monthly updates.
- Lead on the production of Self-Assessment Reports (SARs) and Quality Improvement Plans (QIPs).

- Ensure readiness for Ofsted inspections, funding assurance reviews, and Local Authority quality assurance visits.
- Lead on ILR compliance and the submission of statutory funding and performance data returns.
- Ensure attendance rates are consistently monitored and maintained at a high level, set aspirational learner outcomes, and oversee that these outcomes are achieved; report progress and results regularly to relevant partners and stakeholders to inform continuous improvement
- Maintain robust safeguarding, health & safety, and risk management procedures across educational delivery.
- Take a lead role in safeguarding within the education provision, ensuring staff are trained, risks are identified, and safeguarding policies are fully implemented.

4. SEND Leadership

- Oversee all SEND provision within the post-16 education setting, ensuring compliance with relevant legislation and the SEND Code of Practice.
- Promote inclusion and ensure that SEND learners' needs and voices are embedded in curriculum, planning, and delivery.
- Ensure that all SEND practice reflects current best practice, upholds learner dignity, and supports engagement and wellbeing.
- Provide strategic oversight of funding, resourcing, and support plans for SEND learners.

5. People and Team Development

- Provide clear leadership, support, and performance management to the education team.
- Promote a culture of continuous improvement and reflective practice.
 - Ensure staff have access to relevant continuing professional development, including safeguarding, SEND, mental health and wellbeing, behaviour management, trauma-informed practice, and pedagogy tailored to alternative provision.

Key Deliverables

- Successfully register and establish a new education provider with relevant regulatory and funding authorities.
- Ensure the financial and operational sustainability and quality of all AP and SEND education courses.

- In line with statutory and non-statutory plans demonstrate clear learner progression, attendance and improved outcomes across programmes.
- Achieve readiness for external inspection and review processes.

Relationships

The postholder is expected to develop and maintain positive relationships with individuals and organisations in order to ensure that YCSW can collaborate with others to deliver effective and good quality work. In particular, the postholder will need to have positive relationships with the following:

- **Internal** – young people, colleagues, managers,
- **External** – young people, parents/carers, a wide range of education and training providers, re-engagement providers, voluntary sector organisations, health services, social care and local authority teams

Responsibility for Staff and Resources

- The post has responsibility for managing alternative education budgets and supervising operational management-level staff within alternative education_[jfl]
- Oversee the provision of well-being support and careers education within alternative education, ensuring these services meet the diverse needs of learners; work collaboratively with relevant teams where direct line management sits elsewhere
- Any resources associated with managing the programme and working with young people

Working Environment

The post is based in Bath and North East Somerset, across various sites. Home working can be agreed; it is expected that work will take place in other venues such as schools and in community setting. If permissible, work can take place in young people's homes.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that

staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.

- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The postholder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The postholder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development this will include training.

PERSON SPECIFICATION

Job Title: Interim Head of Alternative Education

Date prepared: September 2026

Requirements	Essential	Desirable
Qualifications and training	Relevant degree or equivalent professional qualification in education, SEND, youth work, or related field. Recognised teaching qualification at Level 5 or above. Evidence of CPD in education leadership, SEND practice, curriculum, or quality assurance. Recognised safeguarding training.	Recognised postgraduate qualification in SEND, special education, or inclusive education. Leadership/management qualification (e.g. NPQ, ILM). Designated Safeguarding Lead (DSL) training.
Experience	Significant senior management experience in education or SEND/alternative provision. A proven track record of leading successful Ofsted inspections or quality assurance processes. Successful design and implementation of curriculum aligned with Ofsted's EIF. Securing, managing, and delivering externally funded education and training contracts, ensuring compliance with contractual and regulatory requirements. Leading safeguarding practice at a senior level.	Direct experience of registering a new education or training provider with relevant regulatory and funding bodies. Experience of delivering post-16 provision that has achieved a positive Ofsted outcome. Experience of working within a charity, social enterprise, or not-for-profit organisation. Experience of ILR data returns and funding compliance requirements. Experience of Youth Work delivery.

Knowledge	Knowledge of local/regional commissioning arrangements and regional skills/employment priorities. Detailed understanding of Ofsted EIF (post-16) and inspection readiness. Strong working knowledge of funding regulations, ILR processes, compliance requirements, and audit frameworks. SEND Code of Practice and related legislation. Safeguarding, health & safety, and risk management in education.	Understanding of youth work principles and how they complement education delivery.
Other job information	Ability to work flexibly to meet the demands of the service. Ability to work to agreed objectives and to plan time and workload according to priorities. Effective communication skills both orally and in writing. Good team working. Active listener who is curious.	Valid driving license.
Youth Connect South West Values • Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do. • Collaboration – working with families, communities, and other stakeholders to make things better for young people. • Meeting expectations – going “the extra mile” to support young people. • Inclusion – being there for all of those who need us. • Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.		