

JOB DESCRIPTION

Job title:	Practice Managers
Responsible To:	Head of Education Service
Location:	PAC-UK, Leeds and London, with frequent travel across the Yorkshire & Humber region and occasional travel across the London and South East region

Key tasks and responsibilities:

- To act as line manager for the team of Education Advisors & Sessional Education Trainers.
- To hold an overview of, and take responsibility for, the day to day activities and service delivery of the Education Service in Leeds and London.
- To monitor and review the performance of the Education Service in Leeds and London, including preparing written reports about work carried out.
- To attend Service Level Agreement usage meetings as required and maintain an overview of contract use across the Education Service
- To hold an overview of, and take responsibility for, applications to the Adoption Support Fund for the Education Service in Leeds and London, including monitoring and reviewing the costings and budget for all applications.
- To allocate and oversee incoming work including spot-purchased schools training and consultations.
- To respond to compliments, complaints and feedback about the Education Service in Leeds and London.
- To liaise with the Head of the Education Service and fundraiser regarding service delivery and development, including the development of the Practice Manager role.
- To attend monthly Service Delivery Meetings/Managers Meetings as required.
- To develop training and good practice materials on the issues of attachment, trauma and loss and their impact in school.
- To deliver training and consultation to school staff to increase their understanding of issues faced by many permanently placed children.
- To provide information, support and advice to families, schools and professionals about difficulties faced in education by children who have experienced trauma and loss difficulties.
- To build and maintain good working relationships with other local stakeholders e.g. virtual schools; other adoption support organisations.
- To participate in PAC-UK's professional and user training programme both as trainer and attendee.

- To adhere to PAC-UK's Statement of Purpose, mission and values and work in accordance with all PAC-UK's policies and procedures.
- To adhere to and champion PAC-UK's commitment to Equal Opportunities throughout all aspects of the work.

Terms & Conditions

Salary: £34-£36k depending on experience

Contract: Fixed term until 31st March 2018

Working Hours: Both full-time and part-time hours will be considered, with a minimum of 3 days a week required. The post may require occasional work out of core hours. TOIL is accrued and can be used by agreement with the service manager.

Holidays: Leave entitlement is 25 days per annum plus statutory bank holidays, pro rata for part-time employees.

PAC-UK's Equal Opportunities Policy and Procedures are available on the 'vacancies' page of our website, and are part of the terms of employment.