

JOB DESCRIPTION

Job title	Post 16 Regional SEND Coordinator
Location	Regional (Office & Hub Based with travel)
Department	Post 16
Job overview	The Post 16 Regional Coordinator is responsible for ensuring the consistent implementation of the strategic vision, quality standards, and operational expectations of the Post 16 Alternative Provision across an identified Region/s. The role provides leadership and line management to Regional Lead Tutors, ensuring high-quality learner experiences, effective service delivery, and positive outcomes for young people. The post holder will oversee the learner journey from referral and assessment through to transition and destination outcomes, ensuring quality, consistency, compliance, and continuous improvement across the provision. This role acts as the key link between Senior Leadership Team strategy and day-to-day operational practice.
Key Responsibilities	Strategic Leadership and Implementation • Embed and promote the strategic vision and priorities of the Post 16 Senior Leadership Team. • Ensure consistent implementation of organisational policies, procedures, frameworks and quality standards across all regions. • Translate strategic objectives into actionable plans for regional teams. • Lead and support change initiatives across the provision. • Foster a culture of accountability, collaboration, inclusion and continuous improvement. • Act as a conduit between operational teams and senior leaders, ensuring effective communication and feedback. Line Management and Team Leadership • Provide direct line management, supervision and support to Regional Lead Tutors. • Conduct regular supervisions, performance reviews and development meetings. • Hold Lead Tutors accountable for learner outcomes, quality standards and operational expectations. • Support workforce development through coaching, mentoring and professional development opportunities. • Facilitate regular regional leadership meetings to promote consistency and share best practice. • Support succession planning and the development of future leaders within the organisation. Learner Journey Oversight Maintain strategic oversight of the full learner journey, ensuring high-quality support and intervention at every stage.

Referral and Consultation

- Oversee referral, consultation and assessment processes.
- Ensure provision suitability is appropriately evaluated.
- Monitor risk assessments, SEND information and learner support requirements.
- Quality assure placement decisions and recommendations.

Induction and Transition

- Ensure effective onboarding and induction processes.
- Monitor transition arrangements into provision.
- Ensure individual support plans, risk assessments and learner profiles are completed and reviewed.

Ongoing Monitoring

- Maintain oversight of learner attendance, engagement, progress and wellbeing.
- Ensure effective monitoring of individual learner targets and outcomes.
- Support Lead Tutors with complex, vulnerable or high-risk cases.
- Monitor progression planning and destination outcomes.

Quality Assurance and Improvement

- Contribute to and implement a robust quality assurance framework across the region.
- Conduct audits of learner records, interventions and support documentation.
- Monitor consistency of practice across sites.
- Evaluate the effectiveness of educational, pastoral and SEND provision.
- Identify emerging themes, trends and areas for improvement.
- Lead quality improvement plans and monitor progress against identified actions.
- Ensure readiness for inspections, audits and external quality reviews.

Performance and Data Monitoring

Monitor key performance indicators including:

- Attendance and participation.
- Learner retention rates.
- Achievement and qualification outcomes.
- Progress against individual targets.
- Destination and progression outcomes.
- Learner voice and satisfaction.
- Behaviour and wellbeing indicators.
- Safeguarding trends.
- SEND outcomes and support effectiveness.

Use data and performance information to drive improvement and inform decision-making.

Safeguarding, SEND and Inclusion

- Promote a culture where safeguarding is everyone's responsibility.
- Ensure all learners receive appropriate support to meet their individual needs.

	• Work closely with the SEND and Inclusion Manager to ensure effective implementation of inclusive practices. • Monitor the quality and impact of SEND support and interventions. • Support staff in responding appropriately to safeguarding, attendance and wellbeing concerns. Stakeholder Engagement • Build positive relationships with local authorities, commissioners, families and external professionals. • Support consultation meetings and placement discussions. • Represent the organisation in meetings and partnership forums where appropriate. • Ensure effective communication with all stakeholders throughout the learner journey. Operational Compliance • Ensure compliance with statutory requirements, funding requirements and organisational policies. • Monitor adherence to safeguarding, Health and Safety, SEND, equality and quality standards. • Support the implementation and monitoring of operational procedures. • Ensure documentation and reporting requirements are completed to a high standard.
Person Specification	Essential Qualifications • Relevant degree or professional qualification in Education, SEND, Leadership, Youth Work, Social Care or a related field. • Evidence of ongoing professional development. Essential Experience • Significant experience working within Post 16 education, alternative provision, SEND or specialist settings. • Experience managing staff and leading teams effectively. • Experience implementing quality assurance and improvement processes. • Experience supporting young people with additional needs, barriers to learning or complex circumstances. • Experience using performance data to monitor outcomes and drive improvement. • Experience working collaboratively with local authorities and external agencies. Essential Knowledge • Understanding of Post 16 education and alternative provision. • Knowledge of SEND legislation and inclusive practice. • Understanding of safeguarding requirements and responsibilities. • Knowledge of quality assurance and continuous improvement methodologies. • Understanding of learner progression pathways and destination planning.

	Essential Skills • Strong leadership and people management skills. • Excellent communication and interpersonal abilities. • Ability to build positive and effective working relationships. • Strong organisational and project management skills. • Excellent problem-solving and decision-making abilities. • Ability to analyse data and identify trends. • Ability to manage competing priorities across multiple regions. • Commitment to high standards and continuous improvement.
Key Performance Indicators	The Post 16 Regional Coordinator will be measured against: • Consistency of service delivery across regions. • Learner attendance and engagement rates. • Retention and achievement outcomes. • Quality assurance audit outcomes. • Compliance and safeguarding standards. • Learner and stakeholder satisfaction. • Timeliness and quality of referral and assessment processes. • Progression and destination outcomes. • Team performance and staff development.

For more information, please see www.thedare2dreamfoundation.org.uk

Click to view any of our policies below:

- [Equal Opportunities and Diversity Policy](#)
- [Safeguarding Policy](#)
- [Complaints procedure](#)