

Nicola Kelly

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Phone: **07534862412** | E-mail: Nicolakelly17@hotmail.co.uk |**Education:**

- **10 G.C.S.E.'s grade (A-C)** - Dane Court Grammar School, Broadstairs, Kent

Vocational qualifications:

<i>Sept 2023</i>	<i>NSPCC Safeguarding Train the trainer</i>
<i>Sept 2021</i>	<i>CMI Level 5 In Management and Leadership and Level 5 in Operational Management</i>
<i>July 2014</i>	<i>IAG Level 2</i>
<i>Oct 2011</i>	<i>Advanced Safeguarding children and Young People</i>
<i>July 2008</i>	<i>Adult Numeracy and Literacy Level 2</i>
<i>July 2008</i>	<i>V1 Verifiers Award</i>
<i>July 2007</i>	<i>Certificate in Education</i>
<i>Aug 2005</i>	<i>Adult Literacy Subject Support Level 3</i>
<i>May 2005</i>	<i>Introduction to Teaching and Training Level 3</i>
<i>Oct 2004</i>	<i>A1 Assessor's award</i>
<i>Dec 2004</i>	<i>NVQ level 4 – Care (Completed whilst working in childcare)</i>
<i>Dec 2002</i>	<i>NVQ level 3 – Caring for Children and Young People</i>

Employment History:

August 2024 – Present **Director of Student Experience and Safeguarding– 16+ Education**

- To strategically guide all support functions of an FE college group
- To hold budgets for Bursary, Student experience and staffing
- To deputise for Group Safeguarding Principal
- To lead on behaviour and attitudes across 7 sites
- To set the strategic direction of teams within the role.

June 2021 – Present **Chair of Governors – Primary Education**

- To hold the Head Teacher to account
- To provide reassurance to the Board of Trustees
- To manage high level complaints
- To support inspection and other monitoring visits
- To act as Safeguarding and SEND governor

January 2021 – August 2024 **Assistant Principal – 16+ Education**

- To strategically guide all support functions of an FE college
- To hold budgets for Bursary, Student experience and staffing
- To act as DSL for the College and oversee Safeguarding team
- To train all DSLs within the College Group

- To lead Estates, Marketing, Health and Safety, Pastoral, Data, Exams. Additional Learning Support, Student Engagement and Pastoral Teams
- To set the strategic direction of teams within the role.
- Implementing innovative ALS delivery

March 2015 – January 2021 Head of Supported Learning and Additional Learning Support – 16+ Education

- Act as a Deputy DSL
- Managing the day to day running of a large support department
- Ensuring the quality of EHCPs, risk assessments and other documentation
- Providing services in line with high needs funding
- Managing pastoral support and acting as a safeguarding officer
- Building, writing and managing the curriculum for students with additional needs from MLD to PMLD
- Management of 100+ staff team
- Budgetary responsibility
- To implement curriculum design to enhance learner outcomes
- To manage high needs funding claims and negotiations with local authority

March 2013 – March 2015 Tutor and Assessor – Education/Employability

- Provided services as a tutor to Entry level and Level 1, 2 and 3 students
- Delivering functional skills
- Developing new programmes
- Delivering Traineeship programmes
- Assessing Level 2 and 3 students in Business Administration and Supporting teaching and learning

July 2013 – September 2017 Vice Chair Fostering Panel – Fostering

- To Make decisions about the suitability of people to foster
- To chair meeting in the absence of panel chair
- To read and make comment on form f and other paperwork
- To makes recommendations based on information given

Feb 2013 – March 2013 Lecturer Early Years (Temporary Contract) – Education

- Provided services as a tutor to Level 2 and 3 students
- Lesson planning and writing schemes of work
- Supported early years and care department during planning and preparation of Ofsted visit
- Sector specific speaker for community day
- Provide expert witness to support student placements

Jan 2012 - Present Self-employed Trainer, Assessor & Consultant - Education

- Consulting on the training needs of organisations.
- Assessing Health and Social care, customer service.
- Delivering bespoke training courses.

Aug 2009 – Jan 2012 Training Manager - Education - Skills4Learning

- Manager of a private training organisation delivering training to the care sector.
- Assessor of Level 3 Health and Social care NVQ.

- Lead tutor of Level 2 and 3 Apprenticeships HSC.
- Tutor on routes into employment courses.

Mar 2004 - Aug 2009

Course Leader for Retail & Hospitality - Education - Thanet College

- Assessor for level 2, 3, & 4 Health and Social Care.
- Verifier for Level 2, 3 & 4 health and Social Care.
- Lead tutor on the level 2 and 3 apprenticeship.
- Lecturer for Level 2 Child care and Education BTEC.
- Course leader for hospitality and retail including CPD onboard a ferry company within their retail and hospitality department

Dec 2003 – Mar 2004

Senior Residential Social Worker - Childcare

Ethelbert Specialist Homes, Cheeseman's farmhouse, Kent

- Responsible for the day to day care of 3 young people with behavioural problems.
- Over seeing staff working in the environment.

Jun 2000 – Dec 2003

Residential Social Worker / Teaching Assistant - Childcare

Keys Attachment Centre, Lancashire

- Residential social worker/Teaching assistant with added responsibility for budgeting and finance. Key working and report writing.
- A 24 hour curriculum was instilled which enabled staff to work as Teaching assistant to support young people from home to school.
- Management of extreme challenging behaviour and difficult situations

Personal profile:

- Seeks and finds solutions to challenges - exceptionally positive attitude.
- Excellent interpersonal skills - good communicator and leadership.
- Solid approach to achieving tasks and objectives.
- Self-motivated team player, decisive and results-driven.
- Dependable and totally reliable with a high degree of integrity.

Specialist Skills:

- ☐ Safeguarding and SEND Knowledge
- ☐ Leadership and team building.
- ☐ Communication, training and development.
- ☐ Creativity and Innovation.
- ☐ Problem Analysis and Decision Making.
- ☐ Time/People Management.
- ☐ Planning & Organising.