

JOB DESCRIPTION

POST TITLE	:	Additional Learning Support Manager
SALARY	:	£48,576
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm, Monday 12 August 2024
INTERVIEW DATE	:	Tuesday 20 August 2024

Main Purpose of the Post

To make a significant contribution to the effective management of the Division with specific responsibilities for providing a high quality, effective and timely Learning Support service to students from across the College.

To develop and deliver a strategic plan for the Additional Learning Support offer to ensure all students progress to education and/or employment.

Responsibilities

1. To thoroughly plan, evaluate and enhance the effectiveness of all ALS support across the College.
2. To be responsible for following local authority procedures to ensure financial provision for individual students with additional needs is complied with and College receives appropriate funding to deliver the support required.
3. To effectively plan, recruit and develop the Additional Learning Support team and evaluate their effectiveness for maximum impact across low and high needs across College.
4. To thoroughly plan and oversee the transition process for vulnerable learners.
5. To work co-operatively and collaboratively with students, staff, parents/carers and external agencies to ensure the delivery of a high quality multi-disciplinary approach to learners with additional needs.
6. To advise colleagues about teaching strategies and materials able to facilitate learning for students requiring support with or without an education health care plan.
7. To oversee the management of Education Health Care Plan reviews, and use EHCPs to develop effective Individual Learning Plans which are meaningful and relevant for both students and teaching staff.
8. To manage the process of Exam Access Arrangements, ensuring full compliance with external exam regulations, as well as ensuring all learners are given an equal opportunity in examinations.
9. To contribute to College and divisional teams, including sharing best practice and being involved in developing the wider College curriculum.



10. To maintain records and provide timely information and liaise with colleagues to ensure the effective running of ALS Support across College.
11. To manage SEND compliance in College, including Burnley College's Local Offer, SEND Information Report and SEND Policy.
12. To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
13. To undertake invigilation duties from time to time.
14. To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College.

PERSON SPECIFICATION

POST: Additional Learning Support Manager

DIVISION: Maths and English

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Degree or equivalent level qualification	E	Application form
2	Specialist Learning Disabilities/Difficulties qualification	D	Application form
3	Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form
<u>KNOWLEDGE/SKILLS</u>			
1	Knowledge of current issues in teaching and SEN Support practices to promote inclusion	E	Application form/Interview
2	Knowledge of additional learning support funding regulations	D	Application form/Interview
3	Knowledge and experience of managing budgets	E	Application form/Interview
4	Experience of coordinating processes which involve multi-disciplinary teams, including external agencies	E	Application form/Interview
5	Experience of identifying and working with various types of learning barriers and establishing effective support plans	E	Application form/Interview
6	Ability to work on own initiative and as part of a team	E	Application form/Interview
7	Excellent literacy and oral communication skills	E	Application form/Interview
8	Excellent IT and numeracy skills	E	Application form/Interview
9	Excellent organisation and planning skills	E	Application form/Interview
10	Ability to effectively present data	E	Application form/Interview

11	Awareness of Safeguarding Legislation	D	Application form/Interview
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EXPERIENCE

1	Experience of successful working with learners with a range of learning difficulties or disabilities	E	Application form
2	Experience of liaising with external agencies, and of working with parents/carers	E	Application form
3	Experience of working with staff teams to improve and develop processes and people	E	Application form
4	Experience of Exam Access Arrangements in line with JCQ regulations	D	Application form/Interview

PERSONAL

1	Commitment to the delivery of excellent support to our students	E	Interview
2	Excellent communication skills	E	Application form/Interview
3	Good teamworking skills and commitment to team working	E	Application form/Interview
4	A commitment to ongoing professional updating	E	Application form/Interview
5	Enthusiasm for the role of further education in building and changing lives	E	Application form/Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College’s Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual’s rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*