

JOB DESCRIPTION

POST TITLE	:	ALS Review Officer
SALARY	:	Up to £27,798
RESPONSIBLE TO	:	Head of SEND and Inclusion
CLOSING DATE	:	5.00pm, Monday 16 November 2026
INTERVIEW DATE	:	Wednesday 25 November 2026

Main Purpose of the Post

To work with the Additional Learning Support Manager to ensure apprentices with learning support needs receive appropriate, timely, and effective ALS interventions in line with ESFA Funding Rules. The officer will conduct regular reviews, monitor progress, and maintain compliance documentation to support funding claims which complies with College policy, student entitlement, Education Skills Funding Agency guidelines, legal requirements and which maximises opportunities to provide an excellent learning experience.

Responsibilities

- 1 To support the development and maintenance of robust systems and procedures, which support the production of accurate and timely data and maximise the resources available to meet our students' support requirements.
- 2 To work co-operatively and collaboratively with Adults, Apprentices, employers, and tutors to ensure the delivery of a high quality, supportive approach to learners with additional needs
- 3 To be responsible for conducting regular ALS reviews of learners with additional needs and recording of ALS interventions and outcomes in line with the ESFA audit requirements.
- 4 To liaise with employers and delivery staff to ensure ALS needs are understood and supported, alongside providing guidance to apprentices and adults on accessing support and overcoming barriers to learning.
- 5 To support the coordination of the additional learning support resource – ensuring staff skills sets are maximised.
- 6 To stay up to date with changes to funding rules, SEND legislation, and Ofsted expectations.
- 7 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.
- 8 To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 9 To commit to continuous professional development to maintain high professional standards and subject specialisms.

- 10 Undertake any other duties appropriate to this role.
- 11 To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 12 To undertake invigilation duties from time to time.
- 13 To carry out such other duties as the Principal may reasonably request.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexible in regards to their to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: ALS Review Officer

DIVISION: Additional Learning Support

QUALIFICATIONS

		Essential (E) Desirable (D)	To be identified by:
1	Good general education including a qualification to at least Level 3	E	Application form
2	Maths and English at a minimum of Level 2	E	Application form
3	Minimum Level 2 Learning Support Qualification or willingness to complete within one year of commencement in role	E	Application form

KNOWLEDGE

1	Experience conducting learner reviews	E	Application form/ Interview
2	Awareness of ALS & SEND in Apprentices and Adults	D	Interview
3	Excellent written and oral communication skills	E	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Knowledge of Quality Assurance systems relating to the additional learning support area	D	Application form/ Interview
6	Awareness of all current funding and legal requirements (including the SEND Code of Practice & ESFA funding rules)	E	Application form/ Interview
7	Awareness of Safeguarding legislation	E	Application form/ Interview

EXPERIENCE

1	Demonstrate up-to-date experience of successfully working with data software and systems such as assistive technologies	E	Application form/ Interview
2	Experience of using e-portfolio systems (e.g., OneFile)	D	Interview

3	Experience of identifying and working with different types of learners and establishing effective support	E	Application form/ interview
3	Excellent written and oral communication skills	E	Application form/Interview
4	Excellent IT, organisation and planning skills	E	Application form/Interview

PERSONAL

1	Commitment to the delivery of excellent Support for our students	E	Interview
2	Commitment to ongoing professional development	E	Interview
3	Enthusiasm for the role of further education in building futures and changing lives	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Equality and Diversity and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding 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
4	Driver's license, access to a vehicle and appropriate insurance to cover Business Use	E	Application form

**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.*