



JOB DESCRIPTION

Post: Head of ALS

Responsible To: Assistant Principal

Summary of Post: To develop a high-quality inclusive learning support service for students with additional needs, taking responsibility for the day to day management of the service, ensuring that support is integral to the curriculum offer and contributes to success and progression

Specific Duties:

1. To work with the College Principal to inform the strategic direction, implement policy and ensure delivery of an inclusive learning support service.
2. To implement innovative practice with support and teaching staff to manage students with social, emotional and mental health needs to engage in education and manage their behaviours.
3. To work with support and curriculum staff to embed effective methods to differentiate teaching.
4. To deploy and manage staff to undertake flexible and varied roles in support and oversee the development of roles to meet service need.
5. To oversee the collation and storage of accurate and auditable Additional Learning and Support records.
6. To implement effective in year and annual reviews for all students with an Education Health Care Plan.
7. To ensure that the allocation of staff meets student's needs and the funding claim appropriately records the service offered.



8. To operate within the agreed resourcing model and budgets and refer all signed papers to the appropriate office.
9. To manage a person centred, effective monitoring and annual review process for students with a high need.
10. To develop and ensure the implementation of appropriate assessments in order to identify students' support needs.
11. To work with the Additional Learning Support staff and curriculum teams to identify, support and track students deemed to be 'at risk' and not succeeding.
12. To co-ordinate the provision and assessment for existing and potential students in line with the expectations of the Disability Discrimination Act and SEND Code of Practice, including specific assessments for exam arrangements.
13. To line manage the Deputies, Specialist Tutors and Lead LSP staff, this will include undertaking 1-1 meetings, team meetings and support and development reviews.
14. To attend annual reviews within schools for young people with an Education Health Care plan where appropriate and ensure that all supporting documentation is collated to inform the support to be provided.
15. To ensure staff implement good transition practice for new and progressing students.
16. To market and promote the Additional Learning Support service to internal and external customers and partners, ensuring that information is accessible.
17. To lead and attend internal and external meetings.
18. To oversee the safety and wellbeing of students by implementing good risk assessment practice.



19. To have an in depth understanding of safeguarding in relation to vulnerable students.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

EMPLOYEE SPECIFICATION		Application	Interview	Shortlisting Weighting
Skills				
1.	Knowledge of the employability, maths & English agenda, and potential models to deliver additional learning support	✓		4
2.	Excellent interpersonal skills to facilitate cross college team working and engagement with partners		✓	6
3.	Good IT skills and ability to use management information systems as a means for recording, monitoring and tracking additional learning support, including additional support funding	✓		4
4.	Ability to work under pressure and manage own workload		✓	4
5.	Actively contribute to the College's safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
6.	Experience of managing learning support in a post 16 educational setting and working with parents/carers and partner organisations	✓		4
7.	Broad knowledge and understanding of a range of conditions, learning difficulties and disabilities and impact on learning		✓	6
8.	Understanding of the SEND Code of Practice and expectations on providers of high need provision	✓	✓	4
9.	Knowledge of Health and Safety issues, current legislation and procedures in relation to student risk management, monitoring and Personal Emergency Evacuation plans	✓	✓	4
Education				
10.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4

11.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
12.	Certificate of Education	✓		4
13.	Additional specialist study/ qualification related to additional needs Special Educational Needs Co-ordinator qualification at Level 4 or above	✓		6
14.	Management qualification	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.



Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.