

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Additional Learning Support Manager
<b>DEPARTMENT</b>	Foundation Studies
<b>GRADE</b>	Academic Tier 5 - £32,000 - £39,000
<b>REPORTS TO</b>	Head of School Foundation Studies
<b>DIRECT REPORTS</b>	ALS Administrator(s), Established and variable-hours Learning Support Workers, ALS tutors
<b>WORKING PATTERN</b>	1 FTE; some evening and weekends may be required

### **JOB PURPOSE**

- To manage, track and monitor the effective administration and quality of ALS delivered, to maximise the impact of learning support
- To ensure that a tailored, appropriate, additional support programme is devised and delivered for learners with a range of support needs across both college sites and in outreach venues to help them to achieve on a par with their peers and contribute to outstanding outcomes and progression.
- To provide CPD for college staff to ensure that best practice in meeting the needs of learners with a range of support needs is appropriately and effectively embedded within course delivery.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Learning Support**

- To conduct ALS interviews with learners declaring a support need to determine level of support required and plan an appropriate programme.
- To arrange appropriate additional support for learners, and to ensure that curriculum staff are aware of support needs and given support and guidance on how to meet them.
- To give initial advice and information where required to learners with mental health difficulties, learning difficulties and/ or disabilities, and other support needs so that they are able to choose appropriate programmes and to support external and internal progression.
- To conduct initial and ongoing assessment of learners to ensure that they are placed on an appropriate course, with the right levels of learning support.
- To monitor attendance and progress of learners, in liaison with curriculum staff, and support curriculum staff with managing behaviour, attendance etc.
- To ensure that all details of support needs are appropriately recorded for funding and planning purposes, and shared with relevant staff.
- To work with curriculum managers in specialist subject areas to ensure that there is a continuously improving, vibrant offer to meet the needs of learners with support and/ or care needs, including support required for residential study where appropriate.
- To work across all curriculum areas to ensure that learner progress, achievement, destinations etc. are recorded in an appropriate format, and to provide management reports to ensure that information and data are available to inform managers' curriculum planning, SARs and quality monitoring.
- To ensure that appropriate referral to other services both within and external to the college is made for learners requiring significant pastoral or welfare support
- To ensure that learners are supported to achieve their maximum potential regardless of starting points or disadvantage, and to act to narrow the achievement gap for each learner group.
- To conduct end-of-programme interviews with learners where required to determine next steps.

- To ensure the safety and well-being of learners, and to participate in learner management processes e.g. Fitness to Study procedures.
- To supply relevant information to the person responsible for administrating Bursary funds.
- To lead on embedded support strategies across the curriculum (e.g. ensuring dyslexia-friendly resources and learning activities, provide training on strategies for supporting mental health conditions etc).
- To lead on special exam arrangements, liaising with the exams team, learners and teaching staff regarding the access arrangements required and completion of the required exam board documentation.
- To act in the capacity of a College Safeguarding Officer, undertake training to maintain up to date knowledge of safeguarding, and contribute to the College's cross-college Prevent Strategy and implementation plan.

### **Professional Practice**

- To manage or participate in specific projects, such as mental health and community/outreach projects.
- To develop effective working relationships with external agencies and partners to increase referrals and enrolments of learners with a LDD or other support need.
- To oversee the recording and monitoring of information about learners with care/or support needs on a database storage system (e.g. ATLAS/SpirALS) with restricted-access. This will include pastoral and safeguarding information as well as the relevant information to support ALS funding claims.
- To liaise with other college sections to ensure that programmes of study are cohesive, and all aspects of the learner journey are effective and contribute to outstanding outcomes.
- To advise college managers about any gaps in provision or service, and to liaise with curriculum staff to ensure that an appropriate curriculum is available.
- To contribute to college safeguarding processes, and liaise with external agencies to ensure the welfare of learners, within the parameters of data protection and safeguarding legislation.
- To evaluate provision to inform future planning and improve quality, ensuring learner involvement in the process. This will include the completion of support service reviews and contributions to the SAR and QIP.
- To liaise with schools, Local Authorities and other agencies to determine fee / funding arrangements for, High Needs learners, including LA top-up funding arrangements
- To contribute to the VLE and other college e-learning developments, ensuring accessibility of content for all learner groups and effective use of assistive technology.
- To lead on co-ordination and delivery of a CPD programme for college staff to ensure that best practice in meeting the needs of learners with a range of support needs is appropriately and effectively embedded within course delivery.

### **Teaching, Learning and Assessment**

- To teach up to 10 hours per week (FTE) in specialist subject area, as agreed with line manager
- To advise on or deliver CPD to college staff regarding aspects of delivery to learners with a range of support needs.

### **Staff Management**

- To work with other staff to recruit, deploy and manage performance of Learning Support Workers, Learning Support tutors, providers of specialist assessment and support services and volunteers.
- Take part in the College's Induction, Probation and Appraisal processes, ensure objectives are set and reviewed and training and development needs are identified for staff.
- Carry out observations of Learning Support Workers and ALS teachers to feed into college-wide quality improvement processes and individual CPD and support plans.

- Ongoing performance management to ensure staff have clear expectations of their roles and responsibilities and underperformance is promptly and appropriately addressed using the relevant College procedures.
- Take part in the College's disciplinary and grievance procedures as and when required through conducting investigations or chairing hearings.
- Manage the allocation of staff annual leave ensuring that leave is taken appropriately during the leave year in relation to business needs, and special leave requests are approved by senior management as required
- Conduct regular meetings with staff either on a 1-1 or group basis, to ensure employees are engaged and motivated and business goals, priorities and changes to policies and procedures are communicated.
- Be familiar with the College's Policies and Procedures to ensure correct application at all times

**General Duties:**

- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

## PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
3	Up to date knowledge of how to support and meet the needs of people with learning difficulties or disabilities and a range of support needs including sensory impairment, health conditions and mental health difficulties.	✓		I
5	Ability to communicate verbally and in writing and adapt communication to suit a variety of individuals	✓		AF, I
6	Advanced IT skills including Word, Excel, Outlook and PowerPoint	✓		I
8	Experience and track record of working with people with a range of learning difficulties, disabilities, health and mental health difficulties.	✓		AF, I
10	Experience of using and adapting learning materials and resources	✓		I
	<b>QUALIFICATION</b>			
11	Educated to Degree level in a relevant subject	✓		AF
12	Full Teaching qualification	✓		AF
13	Management training/ qualification		✓	AF
14	Evidence of recent CPD and updating in relevant specialist areas	✓		AF