

Applicant Pack

Additional Learning Support Manager

Salary: £35,835.70 to £37,600.69 (£41,257.00 to £43,289 per annum FTE) – Points 27 to 29 of the Support Staff Pay Scale.

Working hours: 37 hours per week, Monday to Friday, term-time only plus enrolment week (39 weeks per year).

FTE: 0.8685

Pension: West Yorkshire Pension Fund – Employer contribution rate of 21.5%, plus Death in Service Grant of 3 x your annual salary.

Contract type: Permanent.

Other benefits:

- Access to Kirklees Employee Healthcare (e.g. private counselling, physio, etc).
- Eye test vouchers.
- Flu vaccination vouchers.
- Free onsite car parking.
- Cycle to work scheme.
- Health and wellbeing events throughout the year, including dedicated staff wellbeing day.
- Enhanced maternity and paternity pay.
- Personal and professional development opportunities.

Reports to: Director of SEND & Inclusion.

Closing date: 18 April 2024 at noon.

Start date: 27 August 2024.

Welcome Letter

On behalf of Greenhead College, thank you for your interest in the post of Additional Learning Support Manager. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. Therefore, the College is an easy commute from much of the Northwest and Yorkshire.

The College provides outstanding education to approximately 2750 students, who study predominantly A Level courses. The philosophy of the College is based on the principle that each student and staff member is an individual and to be valued. According to the Government performance tables, Greenhead is currently the top performing Sixth Form College in the Yorkshire and the Humber for A Level results and third best nationally.

In March 2022, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified. This is testament to the resilience, ambition and success of our students, and the hard work of staff. Therefore, Greenhead is both a successful and significant Sixth Form College, with an outstanding local and national reputation.

The College is a great place to work, with a warm, inclusive atmosphere existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able Senior Leadership Team, experienced Governors, and a team of highly skilled teaching and support staff who work collaboratively to deliver the College's key purpose and principles, and strategic objectives.

This is an exciting time to be joining Greenhead College. Recently, we were one of only 50 schools and colleges nationally to be granted multi-million-pound funding to build a new four-storey block, which is currently under construction and will open during the next academic year.

If you have any queries about this role, please contact our Human Resources Team via email jobs@greenhead.ac.uk. They will be happy to answer your queries and provide further information about the College and this role.

We look forward to receiving your application.

Best wishes,

Simon Lett
Principal



Job Description

Additional Learning Support Manager

Duties & Responsibilities:

The Additional Learning Support Team provides outstanding support to students with disabilities, learning difficulties and Educational, Health and Care Plans. Our vision for young people with Special Educational Needs and Disabilities is that they achieve the very best they can from their education in order to lead independent and rewarding lives, preparing them for their next steps. The Additional Learning Support Manager will ensure effective and impactful deployment of cross College pastoral and academic interventions and line manage a high-quality Additional Learning Support (ALS) Team comprising of:

- Learning Support Assistants
- High Need Provision Manager
- Exam Access Arrangement Assessor
- Specialist Dyslexia Teacher and Assessor

Role-specific responsibilities:

1. To support the Information, Advice and Guidance (IAG), admissions and induction processes and ensure that students are supported appropriately.
2. To act as the main point of contact for ALS enquiries and referrals.
3. To ensure additional learning support needs are met, including working effectively with learners, parents/carers, internal and external professionals, and specialist services run by the Local Educational Authority.
4. Plan and timetable the efficient deployment of the Learning Support Assistants according to student need.
5. To provide advice and training to staff on ALS procedures and the identification of additional needs and to establish strong links between ALS and curriculum staff to enable the establishment of a whole College approach to SEND.
6. Attendance at staff and departmental meetings, Open Events and Parents' Evenings (these may involve attendance outside normal working hours).
7. Attend inclusion meetings to support the safeguarding of students with SEND.
8. Work with the Director of SEND and Inclusion to track and review the effectiveness and impact of all learning support activities in line with College data, ensuring support being delivered is of the highest standard.
9. Plan and monitor the department budget to ensure resources are efficiently allocated to meet student needs.
10. Contribute to the continuing development and training of staff to ensure all staff are supported to develop their understanding of SEND and how they can make reasonable adjustments for learners.
11. Identify throughout the learner journey any students who need extra support and implement appropriate interventions, strategy or assessment.
12. Work with the Specialist Teacher/Assessor to implement intervention and support for those students with cognition and learning needs.
13. Contribute to the developing evidence-based support packages relating to different areas of SEND
14. Work with external agencies to support referrals for neuro developmental assessment.
15. Conduct Performance Management Reviews with the ALS Team.
16. Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the college without changing the general character or level of responsibility.

Educational Health and Care Plans (EHCP)

16. Support the High Need Provision Manager to ensure that identified EHCP outcome targets are met.
17. Work with the High Need Provision Manager on Local Authority EHCP consultations to ensure responses are completed within the statutory time frame.
18. Support the High Need Provision Manager with the annual review process.

Examinations

19. Be up to date with the JCQ Access Arrangement and Reasonable Adjustment Guidance.
20. Work with the Exams Manager to ensure arrangements are in place for students with special requirements.
21. Deploy and timetable invigilation by the ALS Team in internal and external assessments where appropriate.
22. Ensure that Access Arrangements for exams are effectively identified and completed within JCQ deadlines.

Assessment

23. Carry out, alongside the Exam Access Arrangements Assessor and Specialist Teacher/ Assessor, access arrangement assessments using appropriate psychometric testing to determine student exam arrangements.
24. Follow JCQ guidelines ensuring appropriate paperwork is completed and ready for JCQ inspection.
25. Regularly review the assessment process with the Exam Access Arrangement Assessor and Specialist Teacher/Assessor.

Safeguarding:

1. All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

General duties - the post holder will also:

2. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion.
3. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
4. Demonstrate day to day commitment to the College's core values of community and mission statement.
5. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

Diversity and inclusion Statement:

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or

national origin, disability, sexual orientation, trade union membership or activity and religious background.

The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement:

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

Prevent Statement:

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Simon Lett
Principal

Additional Learning Support Manager

Closing Date:

The closing date for applications is 18 April 2024 at noon and interviews will take place shortly after.

Applicants for this post are asked to:

1. Complete the College's application form or TES application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful.

Please send the completed documents to:

Jen Rothery, HR and Recruitment Manager, as an email attachment to jobs@greenhead.ac.uk

Safer Recruitment:

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

In line with KCSIE 2023 guidance, all shortlisted candidates will be subject to an online search.

All offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.



Person Specification – Additional Learning Support Manager

	Essential	Desirable
QUALIFICATIONS:		
Qualification in SEND related field or relevant experience demonstrated on application and at interview	x	
Degree or equivalent level of Education	x	
Completion of a post graduate course in individual specialist assessment at or equivalent to Level 7	x	
Teaching Qualification		x

	Essential	Desirable
KNOWLEDGE / UNDERSTANDING:		
Familiar with digital support tools and assistive technology such as Dragon software and Text Help	x	
Understanding of JCQ Access Arrangement and Reasonable Adjustment Guidance and how that relates to the department	x	
Knowledge and understanding of quality assurance frameworks such as OFSTED, regulations, and requirements of the sector and how these relate to the role	x	
Knowledge of the SEND code of Practice	x	

	Essential	Desirable
EXPERIENCE:		
Experience of issues relating to safeguarding young people and/ or vulnerable adults	x	
Experience of co-ordinating, managing, and mentoring staff	x	
Experience of working with a wide range of stakeholders	x	
Successful experience of managing ALS provision	x	
Demonstratable knowledge and experience of leading and reporting processes across EHCP provision	x	
Experience of supporting young people in a Post 16 learning environment		x

	Essential	Desirable
SKILLS / ABILITIES:		
Experience and understanding of the issues related to ALS	x	
Ability to demonstrate experience of managing, supporting and motivating teams to achieve excellent outcomes for students.	x	
Proven ability to analyse difficult situations, identify / recommend constructive solutions and implement them effectively.	x	
Effective working knowledge of Microsoft Office and the ability to use reports, systems and processes to deliver high quality provision.	x	

	Essential	Desirable
ATTRIBUTES		
Courteous, positive, and can-do approach, with a sense of humour	x	

A commitment to quality	x	
A willingness to be flexible	x	
Ability to work under pressure whilst remaining professional and working to agreed standards/deadlines	x	
Ability to deal with challenging situations professionally and manage change	x	
Ability to work with outside agencies and parent/carers to support students	x	
A proven commitment to safeguarding and promoting the welfare of young people	x	
A proven commitment to diversity and inclusion and an understanding of the College's policies	x	
Positive and professional approach with a high level of commitment to the College	x	
Ability to drive innovation within a team	x	

The above criteria will be assessed by the: Letter of Application, Interview & Assessments.