

<b>JOB TITLE:</b>	Additional Learning Support Lead
<b>ACCOUNTABLE TO:</b>	Deputy Head of Welfare and Skills
<b>JOB PURPOSE:</b>	To have day to day responsibility for the provision of learning support for students, enabling them to be successful in their studies

**KEY RESPONSIBILITIES**

- Act as a member of the College's Safeguarding Team
- To oversee the development of Additional Learning Support Plans for students with additional learning support needs
- To coordinate the transition and provision for EHCP students, including acting in the role as lead practitioner for Annual Review meetings, and providing on-going support for this cohort and associated staff
- To contribute to the transition planning for prospective students with identified additional support needs or risks
- To provide day to day guidance to college staff on additional learning support matters including information on curriculum modifications for students with additional support needs
- To contribute to the assessment of candidates for exam access arrangements
- To monitor the progress of student with additional support needs and ensure effective interventions are in place to support their learning
- To work with identified individual students and/or small groups in ensuring their learning is being supported
- To develop and deliver training and information related to additional learning support as required to staff at the College
- To liaise with external agencies, collate data and information for the Statutory Assessment process for students with complex support needs
- To contribute to the creation of Risk Assessments, Care Plans and Health and Wellbeing Plans for students with individual support needs

- To liaise with curriculum and support teams to ensure the availability of adapted and accessible materials for identified students; within the finite resources available

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasion require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers

**PERSON SPECIFICATION**

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
GCSE Grade 4 or above in Maths and English or equivalent	Essential	Certs/App Form
A minimum of 2 A levels or equivalent	Essential	Certs/App Form
An approved relevant qualification in SEND	Desirable	Certs/App Form
An honours degree	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working in an additional support role in an educational setting	Essential	App Form
Experience of working with students with EHCP's	Essential	App Form/Int
A sound working knowledge of safeguarding arrangements and practices including confidentiality processes	Essential	App Form
Flexibility and the ability to adapt to changing situations	Essential	Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	Int
Experience of working with a wide range of external agencies	Essential	App Form
Ability to delegate appropriately and effectively	Essential	App Form/Int
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int/Test
Confident and competent in the use of IT in a working environment	Essential	App Form/Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Excellent written and oral communication skills	Essential	App Form/Int
Experience of working in an additional support role in the 16-19 age group	Desirable	App Form
An understanding of examination board guidelines for students requiring access arrangements	Desirable	App Form/Int
<b>Interpersonal Skills &amp; Qualities</b>		
Reliability, flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int