



# JOB DESCRIPTION

Head of Additional Learning Support and  
Inclusion



# INTRODUCTION

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## OUR VISION

Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Defining our values:

### EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

### INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

### INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

# JOB DESCRIPTION

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## HEAD OF ADDITIONAL LEARNING SUPPORT AND INCLUSION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Head of Additional Learning Support and Inclusion
Department	Additional Learning Support
Pay Spine	46-49
Responsible to:	Assistant Principal: Curriculum
Responsible for:	ALS Managers Specific staff in the area

## JOB PURPOSE

Working direct to the Assistant Principal: Curriculum you are responsible for High Needs' students and the management and quality of all additional learning support across the campus.

## MAIN TASKS

- To manage the Additional Learning Support provision within the college and be responsible for co-ordinating the delivery of support ensuring a high quality, innovative and effective service is provided that meets the needs of the students.
- To have overall responsibility for High Needs' students in the college and for all associated processes, funding, claims and documentation.
- To ensure that students needing support receive the full range of support to which they are entitled in a timely manner and to the highest of standards.
- To lead and manage a team of professionals and to provide them with the inspiration, direction and support they need to deliver outstanding learning support.
- To deliver against all agreed performance targets for the area, for example those pertaining to Additional Learning Support funding, Adult Skills Fund and recruitment, retention, attendance and achievement for students with support needs.

## JOB ACTIVITIES

- To work with colleagues to continue to develop and implement the highest standard of learning support, which ensures the highest levels of satisfaction for all students and which enables them to achieve to their optimum level.
- To manage and be responsible for all aspects of the college's quality assurance and improvement processes within the area, for example self-assessment, quality improvement plans, performance review, performance audit and student voice.

- To ensure that staff in vocational, English and maths teams have received the necessary information about High Needs students in their area in a timely manner.
- To oversee all parts of the transition for each student into and out of the college: ensuring consultations are responded to within the statutory timeframe and the appropriate funding is agreed and claimed with the Local Authority, arranging annual reviews and advising on next steps and overseeing the completion of all relevant documentation.
- To liaise with parents, carers and other external partners as needed and attend such external meetings as are necessary.
- With the ALS Managers, to lead and manage a team of support staff; provide colleagues with inspiration, direction and support they need to deliver outstanding support and source specialist staff where necessary.
- Work with the ALS Managers to identify and plan staff development across the ALS team and cross college in liaison with other managers.
- To set up and run team meetings as required and represent Learning Support at management meetings as appropriate.
- To work with marketing, communications and events colleagues to ensure the college offer of support is clearly and well communicated to current and prospective students and external partners.
- To implement a lean, effective and efficient resource model to support the delivery of the college's approach to learning support including for example, optimised timetabling and staff utilisation and, in the use of learning technologies to support learning.
- To ensure that regular reviews of student progress take place in collaboration with curriculum staff and in line with the college policy and that effective Individual Support Plans and targets are in place for all students.
- To ensure up to date and accurate records are kept of all needs, interventions and support for students with additional learning needs and that these records meet the required standards of external bodies, including Ofsted.
- To ensure that information relevant to the work of the area is collected and collated and to report and analyse statistical information about Additional Learning Support as required, for example to identify added value, patterns and trends and to support strategic planning. To ensure that relevant data and information is disseminated to staff in the area.
- To manage and report on the Additional Learning Support funding and the portion of the Adult Skills Fund that pertains to additional learning support in accordance with college policy and financial regulations; provide robust accurate finance reports; support with the forecast and deliver against agreed budgets, ensuring that the college meets all related targets successfully and in a timely manner.
- To ensure effective auditable records are in place to support internal and external audits
- To represent the college with external agencies as required in the performance of duties, acting as main contact and attending external meetings and events as required.
- Working in conjunction with the relevant cross-college services, to ensure the efficient and effective management of the equipment and physical resources allocated to learning support.
- To ensure that the college meets its obligations according to the SEND code of practice and all relevant frameworks and processes that pertain to ALS, High Needs' students and students with SEND, keeping up to date with knowledge of national and local initiatives and how they may impact upon policy and practice and supporting and developing colleagues through advice, guidance and the organisation of training.

- To ensure that all relevant policies and procedures are in place and reviewed as necessary.
- To ensure exams access arrangements are completed in a timely fashion and in accordance with government and JCQ guidance.
- To line-manage appropriate specific staff; set performance targets for staff within the
- To support the college internal inspection process and related procedures
- To undertake the role of Fire Marshall and assist in the safe evacuation of students, staff and members of the public from college buildings.
- To work with colleagues across the college to ensure we are providing necessary safeguarding for all students and to be part of the college's BeSafe team.

## **WALTHAM FOREST COLLEGE COMMITMENTS**

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Waltham Forest College is an outstanding college and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the college at all times.
- To adhere to the college's policies, procedures and practices regarding the safeguarding of students, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the college policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the college as a whole so as to support the achievement of the college goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the college's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process
- Undertake any other duties consistent with the key responsibilities and/or duties of the post.

In recognition of the ever-changing environment in which the college operates, the contents of this job description will be the subject of regular review in consultation with the post holder.

## PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
■ Degree and/or professional experience at an appropriate level	E		
■ A teaching qualification	D		
■ A*-C in maths and English.	E		
■ Significant evidence of relevant continuous professional development over the last 3 years.	E		
<b>EXPERIENCE</b>			
■ Proven experience of managing additional learning support, ideally in FE, leading to demonstrable improvements in student experience and success	E	E	E
■ Ability to effectively assess students' additional learning needs and identify and develop and complete all associated records to the highest standards	E	E	E
■ Experience of delivering outstanding learning supports in terms of observation grades and student success	E	E	E
■ Experience in developing and improving relevant policies and procedures with regards to students with additional learning needs	E	E	
■ Experience in working with Local Authority and other agencies with regards to agreeing and negotiating High Needs placements and appropriate funding	E	E	
■ Experience in liaising with parents / carers / external bodies	E	E	
■ Experience of contributing to quality processes, for example the self-assessment process and of using such processes to achieve demonstrable improvement	E	E	
■ Significant experience in managing budgets, of efficient and cost-effective resource management and meeting internal and external financial targets	E	E	E
■ Ability to develop statistical and financial reports and analyse statistical and financial information	E	E	E

■	Experience of using management information systems and data.	E	E	E
■	Experience of setting, monitoring and achieving personal, team and organisational standards & performance targets	E	E	
■	Experience in overseeing exam access arrangements	D	D	
■	Experience of leading teams and/or managing staff	E	E	
■	Experience in providing relevant staff training and upskilling	E	E	
<b>SPECIAL ABILITIES AND APTITUDE</b>				
■	Ability to manage a team (both as an assertive leader and in collaborative and supportive team working) in order to achieve demonstrable improvement and high-quality service delivery	E	E	
■	Good analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.	E		E
■	Excellent financial skills with the ability to manage budgets in a further education environment and meet financial targets	E	E	
■	Good digital literacy skills with the ability to produce and use spread sheets to record, track, monitor and cost provision	E	E	E
■	An ability to engage and motivate individuals to deliver high performance outcomes in a further education environment	E	E	
■	Commitment to putting learning and students at the forefront of all actions	E	E	
■	Ability to work under direction and proactively on personal initiative	E	E	E
■	Possession of excellent communication and presentation skills (written and oral)	E	E	E
■	Ability to work flexibly and often under pressure to meet deadlines and targets	E	E	E
<b>OTHER REQUIRMENTS</b>				
■	A broad knowledge of the infrastructure, services, challenges of and key strategic issues in the Further Education sector in particular in relation to issues that will impact on the area of responsibility.	E	E	
■	Strong knowledge of the SEND code of practice and experience of implementing it and knowledge of other relevant national and local initiatives	E	E	E
■	Sound knowledge of Additional Learning Support funding and Adult Skills Fund that pertains to ALS	E	E	E

■ Strong knowledge of the Ofsted Inspection Framework and experience of the inspection process at a curriculum level	D	D	
■ To contribute to the strategic development of the area of responsibility and to translate strategy into innovative, realistic operational planning and delivery	E		E
■ Ability to demonstrate a commitment to working with diversity and a range of ability levels, and promoting equality issues as part of everyday practice	E	E	E
■ Ability to commit to a flexible approach to hours and duties	E	E	
■ Commitment to the highest possible levels of health and safety for students, staff and others	E		
■ Ability and willingness to undertake continuous professional development	E		
■ To have a strong sense of purpose and the drive to achieve agreed goals	E	E	
■ Commitment to providing necessary safeguarding for all students.	E	E	

\* **Key:** AF = Application Form, I = Interview, A = Assessment