**The Growth Company**

**Role Profile**

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| **Job Title:** | Learning Support Manager | **Date:** | September 2017 |
| **Reporting Line:** | Director of Learning | **Job Level:** | 14 |
| **Department:** | The Skills Company | **Business Area:** | Skills |

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| JOB PURPOSE |
| To lead the development and provision of support services for learners with a wide range of additional support needs across all types of provision (apprenticeship, study programme, traineeship, and supported internship) so that they benefit fully from the opportunities provided by their programme and have the best possible chance to achieve their potential.  To act as an internal source of advice and expertise on additional support needs for staff across the company. |

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| **KEY RESPONSIBILITIES** |
| * To develop and co-ordinate systems for identifying, assessing and responding to the additional support needs of learners across the company * To oversee co-ordinate and quality assure the provision of learning support for all learners identified with an additional support need, making sure that needs have been accurately identified and the right interventions put in place * To develop staff across the company to be able to plan and deliver effective support for learners with a wide range of support needs including SEND * To personally oversee a small caseload of learners with the most complex needs, ensuring that they receive individualised support sessions appropriate to their individual needs * To work with delivery staff to develop materials and resources appropriate to the needs of different learner groups including use of innovative approaches such as use of e-learning tools, resources and assistive technology, other adaptations * To promote and facilitate the awareness and identification of additional learning needs and the types of support required by different learner groups to ensure programmes are accessible and inclusive and to maximise the progress and achievement of individual learners * To support staff across the company to develop their understanding of the needs of different learner groups and to develop their skills to provide individualised support including planning, co-ordinating and delivering training as part of the company’s overall CPD plan * To put systems in place to ensure accurate and timely completion of all learning support records including referral documentation, learner action plans and reviews, external specialist agency support and other records in line with quality processes and funding requirements * To act as a single point of referral for all prospective learners with EHCP plans, liaise with others as appropriate to determine whether learning needs can be met and co-ordinate responses to local authorities and specialist support agencies * To ensure that reviews including internal monitoring and statutory annual reviews are carried out for learners with EHCPs with the relevant local authorities as appropriate * To make arrangements for specialist assessment of learners and prospective learners with learning difficulties and/or disabilities and liaise with Awarding Organisations as appropriate to co-ordinate access arrangements * To keep up to date with matters relating to additional learning support including legislation, funding and models of best practiceTo monitor and evaluate the effectiveness of additional learning support and make recommendations to SMT for the further development of services including access to funding and bidding/tendering opportunities * To oversee the robust management of Learner Support Funding for apprentice learners, including compliance with awarding body criteria and evidence to support additional funding claims   To gather and respond to feedback from learners, staff and external bodies about the quality of learning support delivered across all programmes and use to inform continuous improvement. |

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| **DIMENSIONS** |
| 8,000+ learners + 300 HE students each year (1400 study programme, 6,800 apprentices and adult learners) with currently 58% from a disadvantaged background, 18% declared disability/learning difficulty  Working with 200+ staff to shape and deliver additional learning support services. |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Essential Skills:**   * Ability to analyse problems, recommend and successfully implement solutions * Ability to achieve results through coaching, supporting and directing others * Highly effective interpersonal skills * Credibility to represent the company with referral organisations/aftercare providers   **Key Skills:**   * Leadership and management skills * Ability to work to deadlines * Ability to motivate and inspire others * Ability to interpret and use data * Ability to build rapport with young people/parents/guardians * Ability to influence policy and practice so that the needs and entitlement of learners are consistently met   **Experience:**   * Fully qualified and experienced teacher – SENCo background ideal * At least 5 years’ experience of providing learning support (including personal & social development) to young people and adults * Preferably at least one specialism (eg drugs/alcohol, BSL, counselling, IAG, CBT,Youth/Social Work qual) * Experience of working with SEND learners including those with mental and physical health related issues * Experience of Ofsted inspections * Preferably experience in a supervisory or management role   **Knowledge:**   * Knowledge and understanding of the full range of SEND, learning difficulties and disabilities affecting young people and adults * Knowledge and understanding of physical and mental health * SEND legislation * Range of specialist support agencies/complementary provider landscape * Equality and diversity legislation and good practice * Funding sources including ESFA and Local Authority * Audit requirements   **Personal Style:**   * Inclusive * Empathetic * Positive and motivational   ‘Can do’ attitude |

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| **CONTEXT** |
| Matrix management role working across The Growth Company (Skills and Education) with responsibility for leading the approach to learning support for all staff and learners. |