
TITLE: Supported Learning Manager

GRADE: Management Spine

RESPONSIBLE TO: Supported Learning SCM

PURPOSE OF JOB:

- To have responsibility for line management of support staff and operational issues within the Supported Learning Team
- To work closely with the Supported Learning SCMs to devise, develop and implement support for individual and groups of learners.
- To carry out line-management duties i.e. performance development review process, observations and budget control.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To ensure that the College's equal opportunities policies are implemented in the programme and that all aspects of the College's Charter and complaints system are understood and upheld by staff

- 1.6 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.7 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

2 Particular to the Post:

- 2.1 To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.
- 2.2 Working collaboratively with external partners and stakeholders such as Local Authorities, multi-disciplinary teams, families and out of borough teams where necessary.
- 2.3 Identifying and actively engaging with issues and practices which require improvement or development.
- 2.4 Providing direct support experience with learners with learning disabilities and/or ASC and challenging behaviour.
- 2.5 To ensure individual support plans are maintained, regularly update
- 2.6 To organise and chair student reviews (Annual Reviews) and other departmental professionals and team meetings such as the College's Multi Agency Planning (MAP) meetings.
- 2.7 To work in partnership with the SCM to ensure all students with identified support needs, High Needs students, those with EHCPs are appropriately assessed and supported.
- 2.8 To work in partnership with the Supported Learning staff with group responsibilities for Transitions, Behaviour and EAA to ensure local arrangements are consistent with group processes.
- 2.9 To work in partnership with the SCM to ensure contracted staff and organisations are effectively task managed and all work appropriately logged for funding purposes.
- 2.10 If qualified to do so, carry out Exam Access Arrangement Assessment work for your designated campus.

3. Managing People:

- 3.1 To assist in the recruitment and selection of staff.
- 3.2 To ensure that new staff are given training on how to use the PBS plans.
- 3.3 To identify the training and development needs of the Supported Learning Staff

- i. To contribute to the staff development programme for the College.
- ii. To assist in the development of the Supported Learning team.

4 Managing Information:

- 4.1 To keep up-to-date with Supported Learning sector best practice and relevant funding regulations.
- 4.2 To chair and provide appropriate statistical data at annual reviews and team meetings.
- 4.3 To help forecast potential learners at each campus who may require support.
- 4.4 To evaluate the service provided through performance indicators, to gather information for the GCD and DGCD Supported Learning.

5 Person Specification:

- 5.1 Attained English and Maths Level 2/GCSE (Grade 4 or above).
- 5.2 Experienced in line managing others.
- 5.3 Experience and understanding of good practice of supporting learners with additional learning needs.
- 5.4 Proven ability to work in an educational setting with students with learning difficulties and/or disabilities, preferably in a Post 16 environment.
- 5.5 Experienced in delivering engaging and interactive support and training sessions for staff and students
- 5.6 Experienced in working with students with EHCPs, chairing Annual Reviews and completing EHCP consultations.
- 5.7 Excellent communication written and verbal with good organisational skills.
- 5.8 Able to write concise reports, support plans, annual reviews and keep up to date records.
- 5.10 A high level of written and oral communication skills.
- 5.11 Experienced in establishing effective working relationships at all levels and with external agencies
- 5.12 Ability to respond well to change, being positive and proactive – responding to changing needs of students

- 5.13 Able to work under pressure and meet deadlines
- 5.14 Able to direct and lead others
- 5.15 Able to establish good working relationships with others, including colleagues at all levels, students and parents/carers.
- 5.16 Proven organisation skills including an ability to work to deadlines and to use a range of software packages.
- 5.17 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.