



# JOB DESCRIPTION

**POST TITLE:** ADDITIONAL LEARNING SUPPORT (ALS)  
PROCESS & FUNDING OFFICER

**POST NUMBER:** WREQ3038

**GRADE:** HAY 8

---

## **JOB PURPOSE**

We are looking for a hardworking individual to join our inclusive college. This role will be based within the provision for people with Special Education Needs and/or Disabilities (SEND) and barriers to learners. The college supports over 1300 learners across all areas of the college, on Foundation Level programmes to degree level courses and the funding of this additional support is pivotal to the learner's success.

As the ALS Officer you will be responsible for co-ordinating and monitoring a number of complex systems and processes within the funding and compliance area. This will also include the co-ordination of a range of documentation including Exam Access Arrangements, High Needs, and Tuition Funding all of which are integral to the Additional Learning Support funding claims.

## **KEY DUTIES AND TASKS**

As post-holder, you will be responsible to the Catalyst Director for SEND Funding and Systems Development and will work closely with a number of key SEND managers within the college for the following:

- Co-ordination of efficient administrative processes to ensure the funding is maximised, meets allocations and is compliant with all funding guidance.
- Support the administration co-ordination of the Exam Access Arrangement referral and assessment process. This may also include providing guidance to staff and working closely with the exam's teams.
- Liaise with staff within the business support area of the college and across the curriculum faculties to obtain and provide information efficiently for key projects including the tuition fund and Additional Learning Support funding.
- Prepare funding reports and returns, working closely with both curriculum and business support staff to ensure key deadlines and KPI's are achieved.
- Liaise with the commissioning Local Authorities, Funding Agency and audit commissions to ensure we maximise funding and meet all deadlines.
- Undertake general administrative duties and maintain processes under direction of the SEND managers across the college.



# JOB DESCRIPTION

- Co-ordinate and input data on to spreadsheets or databases paying attention to detail.
- Work efficiently under own initiative and to undertake new projects assigned by the line manager.
- Performing such other duties as and when required, commensurate with the grade of the post.

## **GENERIC DUTIES AND TASKS**

In addition to the requirements of the post above, all academic staff are required to:

- Complying with all Weston College policies and procedures.
- Engaging in continuous professional development.
- To assist with marketing events internally and externally to the college and to support at collegiate events, including open evenings and welcome days. This will include some weekday evenings.
- Comply with Information Security requirements, in line with Weston College policy.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

## **SUPERVISORY RESPONSIBILITY**

None



# JOB DESCRIPTION

## CONDITIONS OF SERVICE

The College standard Contract of Service for Business Support staff applies.

## **SALARY**

HAY 8 Scale, Points 27 to 30: £24,902.00 to £27,651.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 281.5 hours per annum, inclusive of statutory bank holidays and company closures.

*Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

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

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics or be willing to undertake the Qualification whilst in post.</i>	✓	
A Degree that is appropriate to the work or a relevant qualification.		✓
Excellent IT skills using the MS Office package, particularly in Excel.	✓	
Experience of working within an FE environment and the associated administrative functions and systems.	✓	
Good knowledge of ALS funding methodology		✓
The ability to work under pressure in a daily fluctuating environment.	✓	
Confidentiality.	✓	
Excellent communication and interpersonal skills.	✓	
Enthusiasm and a positive attitude to improving the quality of service.	✓	
An approachable, friendly, and can-do manner.	✓	
Able to multi-task and be extremely organised.	✓	
Ability to work within tight time constraints and maintain a high level of accuracy.	✓	

# FACULTY INFORMATION

## FACULTY OF INCLUSIVE PRACTICE

The Faculty delivers a wide range of courses aimed at widening participation particularly for groups of people who might not otherwise access opportunities for learning. We are committed to meeting the lifelong learning needs and aspirations of students through the development of an inclusive and progressive curriculum provision that supports students in overcoming barriers to learning. We seek to address social exclusion by helping students to become active citizens with a range of employability skills.

All areas within the Faculty achieve high levels of retention and achievement and the OFSTED in 2013 graded the LDD areas as Outstanding.

The Faculty currently consists of the following divisions:

- Foundation Learning
- Additional Learning Support
- HE and External Projects
- Weston Bay Residential Training Facility
- SEND Centre for Excellence

The Faculty enjoys a high profile within the college and the community. There are strong links with local schools, Education and Health Authorities, Social Service, Bath Spa University College and other organisations.

The Faculty has a commitment to providing all students opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Students benefit from well qualified, experienced and dedicated staff, we have established an excellent recording for placing students on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a student centred, quality experience.

**Sam Mayhew**  
**Director – Faculty of Inclusive Practice**