

JOB DESCRIPTION

Post Title:	ALS (Additional Learning Support) Coordinator
Nature of the Role:	0.9 FTE, permanent
Responsible to:	Assistant Principal, Head of Learner Services
Responsible for:	Leading SEND provision across the Sixth Form and Apprenticeship provision
Location:	London, Victoria based with occasional travel to Manchester
Start Date:	Immediately



Welcome to Ada!

We are the National College for Digital Skills, the top performing specialist institution for the Computer Science BTEC and are passionate about educating, supporting and creating the next generation of digital pioneers.

As a small college in Victoria, central London, we have a very diverse student body from a wide range of backgrounds and are committed to using tech as a tool for social mobility. We offer a supportive culture for students and staff and our excellent industry links ensure you get regular formal and informal CPD to support your teaching and technical knowledge and development.

We are a specialist college where all our students are passionate about tech and we are committed to supporting them to progress onto highly skilled roles in the digital sector. All students study computer science for at least 60% of their curriculum, with regular off-curriculum industry projects with partners such as King Games, Salesforce, Deloitte and Bank of America.

We are passionate about high quality teaching and learning, using industry's problems to bring education to life for our learners and thinking of innovative new approaches to communicating some of tech's more challenging concepts!

Our students achieve highly across all subjects and progress to an amazing range of destinations. In Summer 2023 these included: Deloitte, Vodafone, KPMG, Goldman Sachs, BT, BBC, Oxford University, Nottingham University, Queen Mary University and many more with over 70% progressing to their first choice destination.

We received Good with Outstanding features in our first Ofsted inspection in October 2018, and again in March 2023.

Purpose of the Role

We are looking for a dynamic and inspirational coordinator to play a central role in leading and developing our provision for learners with additional needs. This role will be based at our London Victoria campus, and will involve some travel to our Manchester campus.

You will work with the Head of Learner Services to define, articulate and implement our shared vision and values of the college to support learners with additional needs in achieving their expected outcomes. You will also work with the Dean of the Apprenticeship programme to ensure adult learners with additional needs are supported by teaching staff and in their work placements.

You will hold a key role in the college and are expected to demonstrate outstanding skills in working with the leadership team, parents and carers, external agencies and learners to implement the strategic vision of the college, working with these individuals and groups to ensure we provide a high quality of education to our learners with additional needs.

You will be accountable for ensuring that exam access arrangements are organised to meet the needs of learners, annual reviews are completed for learners with EHCPs, the pastoral team and teaching staff are aware of strategies that support learners with additional needs, and that reasonable adjustments for these learners are in place.

Key aspects of the role:

- To ensure the establishment and maintenance of a caring, positive, safe and stimulating environment for all learners at Ada.
- To ensure learners with special educational needs are receiving high quality teaching and the needs of learners across the Sixth Form and Apprenticeship programme are catered for by having operational responsibility for SEND.

Main Duties and Responsibilities**Quality of education for SEND learners across both Programmes**

- To ensure learners with special educational needs are receiving high quality teaching and their needs are catered for.
- To work with a full range of external agencies to support the educational needs of individual learners and their wider life.
- To complete all required paperwork for learners on Education Health and Care Plans, ensuring the college is delivering high quality support and interventions to meet their individual needs and that this is regularly reviewed, alongside parents/carers, other staff members and relevant external agencies and to represent the college and key students at meetings with external professionals, feeding back information with other members of staff as required.
- To assess or to arrange for the assessment of learners for exam access arrangements.
- To work alongside the Exams Officer to secure additional exam access arrangements, as required.

- To lead on the creation of learner passports to support teaching and support staff, and for adult learners their employers, to implement reasonable adjustments.
- To work with the Head of Learner Services and leadership team to ensure staff across both programmes are trained in their roles to support learners with additional needs.
- To secure additional funding through High Needs Funding applications and ensure this funding is deployed appropriately.
- To work with the Head of Learner Services to lead aspects of Continuing Professional Development (CPD) for the sixth form staff building their practice and knowledge in line with key responsibilities including Safeguarding training, Behaviour, SEND support, PSHE, Trips, Access arrangement support (e.g. scribes and readers).
- To work with the Apprenticeship Team to ensure apprentices in London and Manchester with SEND support requirements are receiving appropriate assessment, guidance and support.
- To meet directly with apprentices, and on occasion employers, to facilitate appropriate support and adaptations in the workplace.

Safeguarding across both Programmes:

- To work alongside necessary external agencies to ensure that learners with additional needs are receiving the best care possible.

Behaviour and Attitudes across both Programmes

- To monitor the behaviour of learners with additional needs and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.

Attendance and Punctuality in the Sixth Form

- To monitor the behaviour, attendance and punctuality of learners with additional needs and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To work with and support teaching staff to review and develop and implement strategies to support learners with additional needs with their behaviour.

Personal Development In the Sixth Form

- To support the Head of Learner Services to develop and manage the PSHE curriculum for students with additional needs.
- To support the Head of Learner Services to ensure that activities beyond the classroom, including Enrichment (clubs), Assemblies (alongside the Principal), personal development and independent learning, are accessible for all students.
- To support learners with additional needs to apply for and to manage the range of bursaries available at the college and beyond.
- To work alongside the Head of Learner Services to ensure all students with additional needs are working towards suitable progression routes either into the digital sector or onto a relevant university course.

Leadership & Management

- To lead, inspire, challenge, motivate and empower other teaching staff to attain challenging outcomes.
- To establish clear expectations and constructive working relationships amongst staff.
- To line manage other members of staff as required as the provision for SEND grows.
- To work alongside the sixth form SLT to ensure that parents / carers are well-informed of their child's progress in particular through regular parents / carers consultation evenings.

Alongside the Assistant Principal

- Embody Ada's values of Curiosity, Rigour, Creativity, Collaboration and Resilience with staff and students on a daily basis and work to instil a culture and ethos that evidences these.
- Work to ensure the quality of student experience is rated highly through student and parent surveys.
- Assist with the recruitment and selection of staff where required.
- To contribute to key college events, including open events, consultation evenings, Lift Off days and welcome events.
- Assist in planning and managing the student recruitment process including carrying out interviews of students with additional needs.
- Help foster effective links with industry partners, the FE and HE sectors and the local community.
- Contribute to the implementation of the College's operational activities.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Experience of working in a SEND position with in a school/college or similar environment
- Degree level qualification in a relevant subject
- Pastoral and SEND experience with KS4, post 16 or adult learners and an understanding of what excellent pastoral and SEND support looks like

Desirable Qualifications and Experience

- Experience of leadership in a pastoral or SEND educational context
- Experience of working with third party agencies
- Experience of leading or coordinating the support of students with special educational needs and disabilities, for instance as a SENCO or an ALS Coordinator or ALS Senior
- Experience of leading teams within an educational context and evidence of a positive and sustained impact
- Experience of coaching and developing teachers and/or pastoral staff to help them improve their practise.
- Knowledge of industry, ideally the tech sector, and ideas of how to invigorate the curriculum to support learners with additional needs by harnessing industry's challenges and ways of working

Leadership and Management – the ability to demonstrate:

- Genuine passion and belief in the potential of every learner
- An educational vision aligned with the college's high aspirations
- Clear strategies for establishing consistently high standards of results and behaviour in complex inner-city schools and a commitment to relentlessly instilling these
- Versatility to adapt your style in circumstances where an alternative approach is needed
- Effective line management of a range of people – coaching and motivating them to achieve excellent results in their roles
- A desire to innovate and try new approaches, being reflective and learning from mistakes
- An ability to give feedback in a constructive and, where needed, challenging way
- An ambassadorial approach in all dealings with the community and subsequently to be positive in successfully marketing the college in the community
- Strong interpersonal, written and oral communication skills
- Strong organisational skills which includes the ability to delegate, prioritise and use effective time management
- Resilience and motivation to stay positive and focus on key priorities during times of challenge
- Confidence and effective presentation skills during assemblies, parents and carers events and other public speaking opportunities
- A willingness to work flexibly and where necessary outside of normal working hours

Safeguarding

Ada, the National College for Digital Skill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check and references will be sought from previous employers prior to commencing employment. Other related pre-employment checks appropriate to the post will also be carried out.

Remuneration and Benefits

Hours:	9am - 5pm
Salary:	£28,000 - £34,000, dependent on experience
Selection process:	Application; interview and tasks relevant to the post
Holidays:	45 Days (to be taken when the Sixth Form is not in session)
DBS:	All employees undergo an enhanced Disclosure and Barring Service (DBS) Check

Pension: Stakeholder Pension

Equal opportunities

Ada. National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

Ada, the National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact our HR Department via hr@ada.ac.uk.

Variations to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

Sponsorship

Sadly, we are unable to offer sponsorship for this role so we can only accept applications from candidates who will have the legal right to work and remain in the United Kingdom.

How to apply

To apply please complete the application form and send a cover letter to jobs@ada.ac.uk, outlining why you are excited by the opportunity to take on this role at Ada and how your previous experience and skill set will enable you to fulfil the role.

Shortlisted candidates will be invited to an initial phone conversation about the role followed by a panel interview.