



STAFF VACANCY

LEARNING SUPPORT MANAGER

TO COMMENCE FROM 20TH AUGUST 2025



Mission

Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to promote a high quality education within a community based on Gospel values.

We provide the opportunity for each person to develop spiritually, morally and intellectually and we welcome students and staff of all faiths.



Holy Cross College

Catholic Sixth Form College and University Centre

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Principal Ms C Vitti

March 2025

Dear Applicant,

Thank you for your interest in the post of Learning Support Manager at Holy Cross College, Bury. We also have an opening for an additional responsibility for mental health and wellbeing across the College. If you would be interested in applying for this responsibility, please indicate this on your application form.

As a Catholic College for the Community, we welcome staff and students of all faiths. We strive continuously to maintain and further improve our success within a friendly, supportive and caring environment through the commitment and enthusiasm of our incredibly dedicated, caring and expert staff.

We have a first-rate system of pastoral care and support, with specialist tutors to guide our students through their studies and achieve their goals. All of these elements were highly praised in our Ofsted report where we were rated "Good" for some judgements and "Outstanding" for others, including Behaviour & Attitudes, Personal Development and provision for High Needs students.

We see our students as unique individuals and we do all that we can to encourage them to develop a wide range of interests as well as pursuing their particular gifts and talents – so enrichment is particularly important here.

We run a highly successful University Centre with two partner universities. There are only limited references to this in the Job Pack because our primary need is for excellent A Level teaching, but there is no doubt that this HE element to our work adds something important to the atmosphere at college.

Set out below is a job description and person specification relating to this vacancy, together with some additional information about the College. If you wish to learn more about the College, individual courses and examination success please look at our website: <http://www.holycross.ac.uk>.

If you feel you meet the requirements of the post and are inspired by the prospect of taking up this important role at Holy Cross, so crucial for the College in so many ways, I hope you will apply to join us. Completed applications should be returned to the Human Resources Department (by email only) **by 8.00am on 28th April 2025**. Interviews will take place on 6th May 2025.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

Yours faithfully

Carina Vitti
Principal



Background to Learning Support

Staffing

The Learning Support department is currently made up of a team of specialists which include a Learning Support Manager, Learning Support Specialist Assessor and Learning Support Assistants.

Accommodation

The Learning Support Department is located in the Marie-Therese building, in purpose-built accommodation consisting of an office, two small rooms used for 1-1 teaching and support, a small classroom used for small group support and a larger classroom for academic study support. All teaching rooms are equipped with a range of resources, including PCs with specialist software. The classroom has an electronic whiteboard and projector.

What do we do?

We offer a wide range of support for students with disabilities, including:

1. Dyslexia – assessment and support including examination concessions
2. Medical/health needs
3. Asperger's Syndrome
4. ADHD (Attention Deficit Hyperactivity Disorder)
5. Visual Impairment
6. Hearing Impairment
7. Mental Health issues (including stress/anxiety management)
8. EAL (English as an additional language)

Support may include:

1. In-class support
2. Out of class support (1-1 and small group)
3. Strategies to develop independence
4. Cross-college liaison (exams, catering, library)
5. Support at break and/or lunchtimes
6. Provision of equipment
7. Personal care

This is not an exhaustive list. We are keen to work with staff and students to find the optimum methods of providing support on an individual basis.

Study Skills

Support for students who feel (or whose teachers feel) they would benefit from improving their ability to study independently.

Students can be supported with a range of skills such as:

1. Time management – developing a study timetable
2. Target setting/chunking tasks
3. Memory skills
4. Strategies for independent learning
5. Sources of learning activities: Internet, Intranet, Review/subject magazines
6. Revision strategies
7. Exam techniques
8. Essay planning
9. Reading skills
10. Course specific vocabulary

Students set their own targets based on their strengths and weaknesses.

SEMH Support

This is aimed at supporting students with Social, Emotional and Mental Health needs, encouraging students to develop an understanding of their symptoms, the causes of these symptoms, and strategies for self-management, as well as access to further support.

1-1 Teaching Support

1-1 teaching support is also provided, primarily for students with a specific learning difficulty (dyslexia, dyscalculia, Asperger's Syndrome, mental health issues) or who have English as a second language. The content of the session will vary depending on student need, subjects studied and various other issues. We also provide 1-1 support to students with a range of emotional difficulties.



Job Description

TITLE:

Learning Support Manager

PURPOSE:

To lead the Learning Support Department in line with college strategies. To ensure that students with additional learning needs receive the highest standard of individual support, advice and guidance in order to fully access the curriculum, make the progress expected of them and are prepared for the demands of life beyond college.

REPORTING TO:

Assistant Principal (Students)

RESPONSIBLE FOR:

The Learning Support Team

LIAISON WITH:

Assistant Principal, Examinations Officer, Progress Tutors, Curriculum Leaders, Head of Futures, Curriculum Leaders / Subject Leads other relevant staff, parents/carers and relevant outside agencies

WORKING TIME:

195 days per year

SALARY/GRADE:

Main scale £32,178 - £49,725 per annum, plus a responsibility allowance of £4,472 - £6,690 commensurate with qualifications, skills and experience.

The additional responsibility allowance in respect of the cross-college mental health lead role would be £2,000 per annum.

MAIN DUTIES:

Operational/Strategic Planning

- To provide vision and have a leading role in promoting the Values and Behaviours, beliefs and vision of the College as set out by the Governing Body, underpinned by the Mission and the charism of the Daughters of the Cross and in accordance with the College's Ethical Leadership Framework.
- To contribute to the development and implementation of the College's Strategic Plan and Self-Assessment Report.
- To line manage directly the Learning Support Team and provision of support for Holy Cross College students. Providing the highest standard of support for all students who access the provision, enabling students to meet their educational goals and minimum expected grades, while promoting maximum engagement integration and effort. Building independence and preparing students for the demands of life beyond college.
- To lead the development of appropriate strategies and policies in the area of Learning Support.
- To ensure excellence across the Learning Support Department appropriate to the needs of all students.
- Day-to-day management of provision within the area.
- To assist in the development of college policies and procedures and ensure implementation within the area inline with best practice and external influences.
- To attend and contribute to the Pastoral Council and Support Area Management Meetings, share good practice and take a lead on relevant initiatives.
- To provide transition of new students, liaising with feeder schools and Bury Local Authority.

- To champion inclusion of SEND learners across all aspects of college.

Curriculum

- To oversee the diagnostic assessment of students to ensure appropriate support is identified and implemented.
- To direct and co-ordinate the work of specialists outside agencies in assessing students' needs e.g. educational psychologists, sensory support team, occupational therapist and CAMHS.
- To advise the Progress Tutors, Curriculum Leaders/Subject Leads and Head of Futures in the reasonable adjustments to be made to support learning.
- To provide a consultancy provision for staff enquiry, guidance and advice on supporting SEND students across College and making best provision to meet identified needs.
- To assist in producing and disseminating materials / resources to update college staff on developments regarding learning support.
- To contribute to the inclusive learning strategy of the College, and to offer advice and guidance to staff, parents/carers and students making disclosures in regard of SEND or health issues.
- To manage and coordinate the provision/process for High-Needs learners and EHCP students, to ensure compliance with the LA procedures and SEND code of practice so students can access the curriculum more effectively.
- To develop and evaluate appropriate resource material to provide learning support.
- To actively monitor and respond to relevant initiatives at national, regional and local level.
- To monitor and support the overall progress and development of SEND students in line with college systems
- To ensure support programmes are strategy driven to ensure greater independence with learning.
- To be part of the Safeguarding Team and the CPOMS rota and act as Deputy Designated Safeguarding Lead.
- To oversee and manage the process used to secure costs for learners (completion of V10s).
- To train staff on SEND to support individual students.

Staffing

- To work with the Assistant Principal (Students) to ensure that the effective deployment of teaching/support staff.
- To work with the Human Resources Manager to ensure that staff development needs are met.
- To liaise with the Exams Officer and Specialist Assessor to ensure access arrangements are implemented effectively and to undertake specialist assessments as appropriate to facilitate suitable exam arrangements for students with learning support needs.
- To maintain close links with the careers team and ensure that students receiving support obtain appropriate advice and guidance.
- To contribute to the PDR process as a line manager, and to undertake with the appropriate line manager.
- To make appropriate arrangements when staff in the area are absent.
- To participate in the interview process for new staff when required and to ensure effective induction for new staff.
- To provide positive and supportive team leadership and effective communication to promote teamwork.
- To be responsible for the day-to-day management of staff

Quality Assurance

- To ensure the effective implementation of college quality assurance systems.
- To manage the process of setting targets in the area.
- To establish common standards of practice within the area.
- To contribute to College procedures for quality monitoring in the area.
- To monitor the performance of the area against college quality standards and performance criteria.
- To be responsible for Self-Assessment of the Learning Support provision.
- To ensure EHCP reviews are carried out in a timely manner and compliant with the LA concerned.

Management Information and Administration

- To ensure the maintenance of accurate and up-to-date information in relation to SEND students, and to identify and take action on issues arising from it by working closely for example with MIS.
- To maintain college SEND register and provide timely reports to SLT.
- To liaise with admissions to ensure the needs of SEND students are identified throughout the application, interview and enrolment process.

Communications

- To ensure all students are aware of the opportunities available in the College to support their learning.
- To ensure that all members of staff within the area are familiar with policies and procedures.
- To liaise with other bodies as appropriate, e.g. partner schools, LA, other colleges, local and national external agencies.
- To attend meetings of the Pastoral Council and Support Manager meetings.
- To ensure that the needs of SEND learners and reasonable adjustments are made in the curriculum and are shared amongst appropriate colleagues.
- To provide training to all staff with updates and new developments.

Marketing and Liaison

- To take responsibility for matters relating to liaison, marketing and publicity.
- To represent Learning Support at college Open Events/ New Parents Evening/New Students Days.

Resources

- To evaluate and further develop the use of I.T. in providing Learning support to students including specialist equipment and adoptive software.
- To manage the available resources of accommodation, staff, budget and equipment efficiently and in accordance with the College's Financial and Business Procedures (and other policies as appropriate).
- To co-operate with other areas to ensure effective use of resources within the college.
- To work with the Assistant Principal (Students) to ensure effective timetabling.

Pastoral/Progress

- To monitor and support the overall progress and development of students within the area in relation to targets set.
- To monitor student attendance at support lessons and take appropriate action as necessary.
- To give guidance to the Progress Tutors on the most appropriate support for individual students.
- To provide Progress Tutors and other appropriate teaching staff information about individual student needs in terms of learning and otherwise.

Other

- To undertake any other duties of a reasonable nature as requested by the Principal or their designated alternate.



Person Specification

Learning Support Manager	Essential	Desirable
Personal	<ul style="list-style-type: none"> • Medical clearance. • Enhanced Disclosure and Barring Service check (including barred list check) • Satisfactory attendance record (subject to the requirements of the Equality Act). <p>(the above are normally undertaken following an offer of appointment)</p> <ul style="list-style-type: none"> • Two satisfactory references. • Ability to meet the requirements of the Asylum and Immigration Act (in respect of eligibility to work in the UK). 	
Qualifications	<ul style="list-style-type: none"> • Level 6 (degree level) qualification in a relevant subject. • Level 7 teaching qualification (e.g. PGCE) 	<ul style="list-style-type: none"> • Additional Specialist Teaching Qualification (SEN) or equivalent • IT qualification to level 2 or higher
Experience and Knowledge	<ul style="list-style-type: none"> • An excellent record of attendance and punctuality • Understanding of SEND Systems and Code of Practice • Experience of ICT • Experience of middle management in a Sixth Form College or secondary school. • Familiarity with SFC Funding Methodology with particular reference to High Needs. • Understanding of teaching and learning strategies to support SEND in the classroom • Up-to-date knowledge of recent developments within the SEND field 	<ul style="list-style-type: none"> • Evidence of recent relevant training. • Experience and understanding of OFSTED framework in relation to High Needs • Experience of monitoring quality systems • Experience of Safeguarding or DDSL
Skills and qualities	<ul style="list-style-type: none"> • Commitment to the ethos of the College • Commitment to Equal Opportunities • Positive attitude • Ability to meet deadlines • Excellent communication skills, orally and written • Excellent presentation skills, orally and written • Excellent organisational and planning skills • Ability to relate well with staff and students both internal and external • Ability to work under pressure 	<ul style="list-style-type: none"> • Ability to manage change • Ability to lead a meeting • Persuasive skills • Ability to innovate • Willingness to undertake relevant training • Patience • Persistence

	<ul style="list-style-type: none"> • Strong team working skills • Ability to motivate staff and students • Flexibility and adaptability • Time management skills • Problem solving skills 	
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General College Information

Working at Holy Cross College

We believe Holy Cross Sixth Form College is a great place to work as we genuinely care about all our staff and want them to be happy working here. In return our staff can expect:

- Generous holiday entitlement
- Option to apply for sabbatical leave
- Family friendly policies
- Free car-parking (on and off-site)
- Automatic enrolment into the Teachers' Pension Scheme / Local Government Pension Scheme
- Excellent opportunities for CPD and individualised induction programmes for new staff
- Cycle to work scheme (subject to terms and conditions)
- VDU eye sight test vouchers (subject to terms and conditions)
- Various health and wellbeing benefits (including an on-site gym, staff well-being initiatives, staff badminton and football)
- Counselling service – face to face counselling as well as access to a confidential telephone counselling service

Staff at Holy Cross benefit from working in a well maintained and resourced environment with good terms and conditions of employment. We provide benefits in excess of the statutory minimum in respect of maternity, paternity, adoption and family/personal leave to assist staff in successfully balancing the demands of their personal and working lives.

We start the year with a Mission and Ethos Day and staff BBQ, have a staff retreat for new starters, and at the start of the summer term we have a Community Day, which enables staff to come together outside their usual working environment. In recent years this has involved staff opting into a variety of off-site activities, to engage socially and re-charge their batteries!

Free car parking is available on the college site and, although limited, additional off-site parking is available at a local Sports Club. Staff also have free access to the library resources and to internet and email, though any such use must be in accordance with the College's Information Security Management Policies.

How well do our students achieve?

The 2024 exam results indicate:

Pass rate at A level is 98%

11 students achieved at least 4 A*/A grades at A Level (including EPQ)

479 individual A*/A grades achieved

1090 individual A* - B grades (high grades) achieved in total

Pass rate for Level 3 BTEC Extended Certificate is 100%

95% high grades across all subjects (DS*, DS and M)

Pass rate for Level 3 BTEC Extended Diploma is 100%

100% high grades (DS*, DS and M)

For BTEC Level 3 qualifications, 129 individual DS*/DS grades were achieved

205 DS*, DS and M grades earned in total by our students

Strong Value Added scores for A Level and Vocational Courses

Past and Present

Holy Cross has its roots in 1878, the year in which a group of religious sisters - the Daughters of the Cross – left Germany as a result of the Kulturkampf and were welcomed by Bishop (later Cardinal) Vaughan to the Diocese and to Bury. Originally there was a small parish school – Holy Cross School – which developed into a Convent school, which grew into a large Grammar School for girls – Bury Convent Grammar School – and, in 1979, Holy Cross College, a mixed Sixth Form College, came into being.

We have grown even further since then, and now have over 2350 16-19 students and a University Centre with 200 undergraduates (and a small number of postgraduates), still on the original site. In 2009 the Daughters of the Cross closed their convent in Bury, and are now under the Trusteeship of Salford Diocese, but we still have important links with the Congregation.

We are very proud of our reputation for academic excellence, and pastoral care. Despite the many changes in post-16 education over recent years, including changes of emphasis in inspection regimes, we are committed to maintaining and developing this reputation, and we aim to provide a safe and secure Christian environment for all our students, respecting those of all faiths. We are also financially very secure – having been rated once again by ESFA as Outstanding in this respect – and have exceeded once again all our recruitment targets and grown strongly.

We are a college with a great past, therefore, and a very secure future!

Music and Drama

The College encourages students (and staff) to take part in the exceptionally wide range of musical and dramatic activities available at College. These include annual musical theatre productions, biennial operas, choirs, the orchestra and small instrumental ensembles. Concerts are given at regular intervals, and there are many theatre visits, international choir trips, choral scholarships and an international artist masterclass series. In recent years we have put on “Sweeney Todd”, “Miss Saigon”, “Hansel and Gretel”, “Phantom of the Opera”, “Dido and Aeneas”, “The Sound of Music”, “The Wizard of Oz”, “Fiddler on the Roof”, “Les Misérables”, “West Side Story”, “Oliver” and Shakespeare’s “A Midsummer Night’s Dream”. If you are interested in musical or dramatic activities then you won’t be disappointed.

Sport

At Holy Cross we also have high sporting reputation and offer a wide range of activities for students to enjoy at recreational and/or competitive level. British Colleges Sport, North West Colleges and governing body competitions are entered and we have college teams in football, rugby, netball, hockey and basketball, badminton, tennis, athletics, table tennis, golf, trampolining, cross country and swimming. Facilities on site include a Sports Hall, recreational area and free use of a gymnasium (where personal training programmes can be devised), staff football and badminton.

Religious Education

As well as being involved in many areas of College life, the RE Department also teaches the Core RE course, which all students attend for one lesson each week. The course covers a wide range of topics, always with the idea of helping students to explore their faith, philosophical and ethical issues, the world around them and understand better their own human nature.

Chaplaincy

We have a full time Lay Chaplain (our local Parish Priest is our Priest Chaplain and indeed we are fortunate to have many local priests coming to celebrate Mass for us, usually on a weekly basis and for Holy Days.) The Chaplaincy is available to all and runs many activities – in addition to Morning Prayer, Adoration and Meditation opportunities there are voluntary opportunities for retreats (including an annual Staff Day Retreat) and the annual pilgrimage to Lourdes to help the sick, with the Diocese of Salford.

As stated in our Mission, we welcome staff of all faiths. Colleagues celebrate religious festivals and particular events in the college calendar, for example, the start of a new college year, by joining together for Mass.

Caring for our Students

Pastoral care is a major priority at Holy Cross and underpins all that we do. We aim to support students throughout their time with us and to help them to make the right decisions when they leave us. Progress Tutors keep a careful watch on individual student progress and are also someone for students to turn to if they have difficulties.

Discussions relating to academic progress take place regularly between students, Subject Tutors and Progress Tutors, and resulting action plans which arise from these discussions give students and their parents valuable information on what students need to do to achieve their full potential. All of our staff have a role in caring for our students.

Private Study

All students have time when they are not timetabled for lessons, and we encourage them to make good use of this. We have fantastic Library staffed by professional chartered Librarians providing a wide range of facilities such as online resources, E-books, 65 networked computers plus 24 wireless networked laptops and study facilities and, of course there are books.

The College's Open Access I.T. suite contains over 80 PCs in a state-of-the-art, air-conditioned environment, available for use during term time.

The Learning Support Department, to which all students have access is based in the Marie Therese building. There are areas which students can use for private study, which are sometimes staffed, and a number of smaller subject resource areas.



Parents/Carers

Our partnership with parents/carers plays an important part in our success. There are parents' evenings and written reports, and we make individual contact with parents if there is a problem. Parents/carers are welcome to contact staff at any time.

College Structure

The structure of the College would fill a complete booklet of its own, but in simple terms there is the Principal, a Deputy Principal and Vice Principal (Finance and Resources). There are also Assistant Principals who have responsibility for Curriculum, Quality and Students respectively. There are in addition, a wide range of non-teaching posts and posts of responsibility held by staff in addition to their normal roles.

University Centre

In addition to our sixth form work, the college has for the last nineteen years had a University centre. Currently we have around 200 students, some full time and some part time, although most teaching is focussed in the afternoon and evening. We collaborate with two partner universities, Liverpool Hope and Edge Hill and students generally take BA, BSc or MA degrees with a small number also doing Foundation degrees.

Unions

The Unions recognised by the Governing Body are: UNISON, NEU (NUT/ATL), NASUWT and ASCL. The Principal holds regular meetings with the College Union representatives.

Miscellaneous

The college operates a no-smoking / vaping policy across the entire college site.

Holy Cross is located in Bury, Greater Manchester. To read about our town please view:

<http://www.visitbury.com/>