



POST TITLE: Team Leader – Additional Learning Support (ALS)		
Oldham College	Department: Additional Learning Support	
Post No:	SO1-29	FULL TIME

1. Principal Purpose

Working with the ALS Management team to:

- a. Review procedures and suggest improvements as part of the Departments 'journey to outstanding'
- b. Ensure the day to day operational activity of in-class learning support
- c. Provide effective management, performance supervision and co-ordination of resources and staff for the support provision
- d. To keep up to date with developments in current assessment practice and assistive technology
- e. Support the College with the transition to a 'blended learning' delivery model and find innovative ways for additional learning support to take place
- f. To work with curriculum teams and Support Officers to ensure appropriate and effective support to meet individual need
- g. Ensure the support provision is systematically reviewed and updated to ensure it is in line with the Departments strategic direction
- h. Ensure continued development in the support provision so that value is added, enabling learners to maximise potential
- i. Support the Head of Additional Learning Support to ensure the College complies with the Send Code of Practice (2014) and that statutory deadlines are met by the team
- j. Develop and implement innovative and best practices in learning support
- k. Undertake an agreed support timetable
- l. Work in partnership with College and external partners responsible for potential and existing learners
- m. Promote and provide excellent customer service internally and externally in all areas of the role

2. Key Accountabilities

2.1 Team management responsibilities:

- a. Responsible for the day to day management and organisation (including Personal Development Reviews) of staff allocated to the support provision for mainstream and complex needs provision
- b. To induct new staff, develop training plans and provide on the job training
- c. To carry out 'learning walks' in lessons, and then provide feedback to individual employees, developing action plans
- d. Promote excellence in learning support through own practice and develop the support provision to achieve the same standards both in the classroom and through virtual learning
- e. Ensure Support Officers work towards the 'Professional standards' for the ALS Department
- f. Ensure the work of the team is evidence based and can show positive impact for young people

- g. Where appropriate, communicate with parents and carers to ensure the needs of the students are being met
- h. Lead and facilitate transition visits, ensuring students, carers and external professionals to ensure they get a positive experience when visiting the College
- i. Liaise with external health professionals regarding the health and well-being of students
- j. Support recruitment and induction processes and work with Head of Additional Learning Support to ensure all newly appointed staff have the appropriate level of expertise
- k. Undertake sufficient training to enable the facilitation of some EHCP Annual Reviews where necessary
- l. Undertake any other duties associated with the role
- m. Oversee any employees working on site at employers, supporting the needs of Apprentices with SEND
- n. Working with the Head of Additional Learning Support to provide effective management of the team including:
 - Allocating duties
 - Creating and maintaining effective working relationships
 - Creating a solution focused team
 - Enhancing team performance
 - Running CPD sessions for College Staff
 - Completing appraisals and performance review

2.2 Support Provision Delivery:

- a. With Head of Additional Learning Support to monitor and evaluate the recruitment, retention, achievement, success and progression of students within the support provision
- b. Ensure that the support assessments are designed, distributed and delivered in a relevant way and on a flexible basis to meet student and where appropriate employer needs
- c. Ensure regular support reviews are undertaken & recorded

2.3 Cross college:

- a. Work with the HOD to create an ethos where 'Every Tutor is a Tutor of SEND'
- b. Create and maintain working relationships that promote effective cross college communication.
- c. Take a role in designing and delivering CPD to College staff
- d. Participate in the promotion of Cross College promotion activities e.g. open events, interviews, and taster sessions
- e. Maintain effective Quality Standards within the support area ensuring compliance with Quality Assurance processes where appropriate

2.4 Planning & Financial Management:

- a. Support the Head of Additional Learning Support to maximise income and cost effectiveness within the area
- b. With the Head of Additional Learning Support, ensure that effective use of resources in the support area meets the needs and demands of the college strategic direction and financial imperatives

- c. As part of the Self-Assessment process, contribute to the department self-assessment review

2.5 General Management Role:

- a. Ensure that equality of opportunity is fully reflected in all aspects of the work
- b. Observe and actively promote College policies and external legal requirements with regard to: financial regulations; health and safety; employment of staff; disciplinary, grievance and capability procedures; the students' charter; equal opportunities and other appropriate statutory obligations

2.6 General

- a. This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post
- b. To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect

3. Relationship to other posts

Responsible to: Head of Additional Learning Support
Direct Line Management responsibility for: Support Staff as allocated

Date	Prepared by
March 2022	Head of Additional Learning Support

Person Specification

Post: Team Leader – Additional Learning Support

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

Assessment: Items marked with a * are short listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications/CPD</u>	<u>Evidence Required</u>
Essential:	
A degree level or equivalent in a related subject	
Recent research or other CPD activity linked to role/sector	*
Level 2 or equivalent in maths	*
Level 2 or equivalent in English	*
Desirable:	
A Management Qualification.	
<u>Managing the Curriculum</u>	
Essential:	
Good understanding of learner, customer and employer needs and a track record of developing and delivering a high-quality provision.	*
Experience of leading/managing a team within the education Sector	*
Experience of working directly with students with SEND with a good working knowledge of SEND Support strategies	*
Track record of planning for quality improvement and responding to student quality issues	*
Understanding of and experience of working towards the Graduated Approach of Assess, Plan, Do and Review	*
Significant experience of providing SEND support that improves recruitment, retention and achievement rates of students	*
Comprehensive knowledge of classroom management issues due to issues around Social and Economic Factors and Learning Difficulties and Disabilities (excluding Sensory Disabilities)	*
Comprehensive knowledge of the current Government & national priorities for FE and College responsibilities towards the SEND Code of Practice 2014	*
Proven experience of analysing data and KPIs to improve quality and identify issues and areas of risks within the area.	
Good knowledge of apprenticeship-based provision	

Proven experience of working with multiple agencies including Schools and SENCOs	
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<u>Managing Self & Others</u>	
Essential:	
Able to manage time effectively and prioritise work to achieve timescales at self/team and cross college level	
Successfully achieving balance between work priorities and assuring own health & wellbeing.	
Understand own CPD needs and pro-actively addressing these	
Solution focused; able to problem solve on a day to day basis	
<u>People Management</u>	
Essential:	
Understanding the importance of leadership and management styles and how this impacts on the motivation of individuals within a team	
Successful track record of deploying effective strategies to reduce pressure on staff and their work loads	
Effective at giving and receiving feedback	
<u>Cross College contribution</u>	
Experience of leading or participating in multi-disciplinary teams to resolve Department/organisational problems	
Able to work towards a culture where 'Every Teacher is a Teacher of SEND'	
Able to adapt own style / use appropriate interpersonal styles and communication methods to influence and build effective relationships both internally and externally	
<u>Managing Systems and Resources</u>	
Experience of using funding streams and methodologies that will maximise income	
Proven experience to use IT and data to support planning and forecasting activities	
<u>Other Criteria</u>	
Willingness to travel to external venues as the role requires	
Flexible approach to attendance sometimes outside the normal hours to meet the needs of the College e.g. representing the College at evening functions, etc	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults	