Oldham College

JOB DESCRIPTION

Job Title:	Additional Learning Support Team Leader		
Department:	ALS		
Grade:	SO1 29 – SO2 34	**Position Type:**	Support
Responsible to:	Head of ALS	**Responsible for:**	Support Staff as allocated

At **Oldham College**, we value and enable people by creating a space where everyone belongs and thrives earning trust and respect of the communities that we serve. We expect all colleagues to enable this, embedding and demonstrating the college values, by being **Respectful, Collaborative, Innovative, Aspirational and Inclusive.**

Role Purpose

To provide operational and strategic leadership for the Additional Learning Support (ALS) department, ensuring high-quality, inclusive, and effective support for learners with Special Educational Needs and Disabilities (SEND), including those with Education, Health and Care Plans (EHCPs). The postholder will be responsible for the day-to-day management and coordination of learning support services, leading and developing a team of support staff to deliver outstanding learner outcomes and experiences.

Working closely with the Head of Additional Learning Support, the ALS Team Leader will drive continuous improvement and innovation across the service, reviewing and developing systems, procedures, and practices. The role will ensure support provision is responsive, evidence-based, aligned to strategic priorities, and compliant with the SEND Code of Practice (2014) and other statutory requirements.

The postholder will work collaboratively with curriculum teams, support staff, employers, parents, carers, and external agencies to ensure learners receive effective and personalised support that enables them to achieve, progress, and maximise their potential. They will champion inclusive practice across the College, promote innovative approaches to learning support and assistive technologies, and contribute to creating a culture where every member of staff plays a role in supporting learners with additional needs.

The ALS Team Leader will also ensure the effective deployment of resources, maintain high standards of customer service, and contribute to the College's strategic ambition of delivering an outstanding and inclusive learning experience for all learners.

Key Responsibilities

- Provide day-to-day leadership, management, and organisation of Additional Learning Support staff across mainstream and high needs provision, including responsibility for Personal Development Reviews (PDRs) and ongoing performance management.

- Induct new staff, develop training plans, and provide structured on-the-job coaching and development to ensure high-quality practice.
- Carry out inclusion walks within lessons, providing constructive feedback to staff and developing clear action plans for improvement.
- Promote excellence in learning support through personal practice and ensure consistent standards across both in-person and virtual learning environments.
- Ensure all Support Officers work towards and maintain the Professional Standards of the ALS department.
- Ensure all team activity is evidence-based and demonstrates positive impact on learner outcomes.
- Work with the Head of Additional Learning Support to monitor and evaluate learner recruitment, retention, achievement, success, and progression within the support provision.
- Ensure support assessments are appropriately designed, distributed, delivered, and reviewed in a flexible manner to meet learner and employer needs.
- Ensure regular support reviews are completed, accurately recorded, and used to inform ongoing support and improvement.
- Communicate effectively with parents and carers, where appropriate, to ensure learner needs are fully understood and supported.
- Lead and facilitate transition visits and activities, ensuring learners, parents/carers, and external professionals experience a positive and supportive transition into College.
- Liaise with external health professionals and agencies to support learner health, wellbeing, and educational needs.
- Support recruitment and induction processes, working closely with the Head of Additional Learning Support to ensure new staff are suitably skilled and prepared for the role.
- Oversee staff supporting apprentices with SEND within employer settings, ensuring effective and appropriate support is in place.
- Contribute to facilitating Education, Health and Care Plan (EHCP) Annual Reviews where required, following appropriate training.
- Design and deliver CPD sessions for College staff to promote inclusive practice and enhance understanding of SEND and learner support.
- Work collaboratively with the Head of Additional Learning Support to ensure effective team management, including allocation of duties, development of a solution-focused culture, enhancement of performance, and delivery of appraisals and CPD.
- Promote strong working relationships across the team and wider College to ensure effective communication and collaboration.

General Responsibilities

- Act as a positive role model for students, colleagues, and stakeholders, supporting the College's vision of investing in futures and its purpose of empowering potential and achieving success.

- Work in accordance with the College's policies, procedures, regulations, and codes of conduct at all times.
- Contribute to the delivery of College strategic priorities and continuous improvement objectives.
- Undertake duties appropriate to the role and grade, as reasonably required to meet service needs.
- Take responsibility for ongoing professional and vocational development, actively participating in appraisal, training, and development activities.
- Work flexibly to support College operations, which may include evenings, open days, or weekends, depending on the role.
- Actively promote and uphold the safeguarding of children, young people, and vulnerable adults by following College procedures, completing required training, and raising concerns appropriately in line with statutory requirements.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Prepared by:	**Milly Smith**	**Date:**	01.06.2026
Reviewed by		**Date:**	
Reviewed by:		**Date:**	

Oldham College

PERSON SPECIFICATION

POST: Learning Support Team Leader

Our person specifications set out what matters to us and what success looks like, informed by our commitment to our values.
We know that skills and experience can be demonstrated in different ways and encourage you to use the specification as a guide when telling us about your suitability. We are committed to high standards, inclusion, and equality and welcome applications from everyone who shares our purpose.

Essential Qualifications	**Assessed by:**
Qualified to GCSE level (or equivalent) including Maths and English	Application
Relevant qualification in Supporting Teaching and Learning or equivalent.	Application
Desirable Qualifications	
Leadership or Management qualification	Application
Essential Skills, Knowledge and Experience	
Experience of leading, supervising, or coordinating staff or teams	Application
Ability to organise workloads, prioritise effectively, and manage competing demands	Application/Interview
Ability to provide support, guidance, and constructive feedback to others	Application/Interview
Strong communication and relationship-building skills	Application/Interview
Significant experience supporting learners with SEND within an education or support environment	Application/Interview
Secure understanding of SEND legislation, inclusive practice, and the graduated approach (Assess, Plan, Do, Review)	Application/Interview
Experience supporting learners with a range of additional needs including communication, cognition, SEMH, autism and/or complex needs	Application/Interview
Understanding of trauma-informed approaches and behaviour support	Application/Interview
Experience monitoring learner progress, reviewing support, and maintaining accurate records	Application/Interview
Ability to use data, reporting, or performance information to identify improvements	Application/Interview

Good digital skills, including use of Microsoft Office and learner management systems	Application/Interview
Experience contributing to quality improvement, service development, or continuous improvement activities	Application/Interview
Experience working collaboratively with curriculum teams, parents/carers, and external professionals	Application/Interview
Ability to build effective working relationships across teams and services	Application/Interview
Commitment to inclusive practice and improving learner outcomes	Application/Interview
Desirable Skills, Knowledge and Experience	
Experience within a Further Education environment	Application/Interview
Experience managing or coordinating support provision for learners with EHCPs	Application/Interview
Experience delivering training, coaching, or CPD to colleagues	Application/Interview
Experience participating in recruitment, induction, or staff development activities	Application/Interview
Knowledge of funding, quality assurance processes, or performance measures within education	Application/Interview
Experience supporting apprenticeships, work placements, or employer engagement	Application/Interview
Other Essential Requirements	
Ability to work occasional evenings, Saturdays, on a rota basis as required	Interview
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people, and/or vulnerable adults	Application/Interview/ Onboarding