



# JOB DESCRIPTION

Additional Learning Support Manager



# INTRODUCTION

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## OUR VISION

Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

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Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

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# JOB DESCRIPTION

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This job description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Additional Learning Support Manager
Department	Additional Learning Support
Pay Spine	Leadership & Management 38 - 41
Post Reports To	Head of Additional Learning Support

## POST OUTLINE:

Working to support the Head of Additional Learning Support, you will be responsible for ensuring the ALS provision meets the requirements of the SEND Code of Practice, is effective and provides a quality focused learner experience which engages, inspires and prepares learners for the world of work and their future lives.

## JOB ACTIVITIES

- Working with the Head of Additional Learning Support to ensure the ALS provision is meeting and exceeding its statutory obligations and deadlines.
- To ensure that the ALS annual cycle is adhere to by the ALS team to a high standard, with all deadlines met including ensuring that the Local Authority consultation process is effectively completed, meeting all deadlines.
- To ensure that all aspects of learning support are delivered, and documented, including support delivered through external agencies, in line with learners' EHCPs, agreements with Local Authorities and best practice
- To ensure the timely, effective, and efficient timetabling and deployment of learning support, staff and accommodation, ensuring effective communication with curriculum and wider teams; meeting all relevant funding targets.
- To ensure that the correct number of learning support staff are recruited in a timely manner.
- To ensure that the attendance, progress, achievement and progression of learners is tracked and monitored and that interventions where necessary are implemented in a timely manner; ensuring that learners progress, achieve their full potential and are ready for the next stages of their education and careers.
- To ensure effective communication with cross college colleagues including vocational curriculum areas and English and Maths, ensuring that colleagues receive the relevant information and documentation in a timely manner and that high quality joint working occurs in class.
- To ensure that targets in learner retention, achievement and progression into positive destinations are achieved, including that learners are well prepared for their futures, both personally and professionally.
- To ensure the delivery of high-quality Annual Reviews.
- To ensure targets, including financial targets, for learning support for Adults, learners with general SEN needs and Apprentices are met, including ensuring that timely assessment and support planning takes place.
- Working with the Head of Additional Learning Support to ensure that financial targets are met, learning support is accurately costed and resources are effectively deployed, within budget.

- To ensure that quality standards are consistently applied and embedded across the areas of responsibility.
- To line manage a group of staff as allocated by the Head of Additional Learning Support.
- To lead appropriate team meetings that support effective communication and aid the management of Additional Learning Support operational issues.
- To support the Head of Additional Learning Support with the creation of the Self-Assessment Report (SAR) and the execution of the subsequent Quality Improvement Plan (QIP) to ensure that the area continues to progress to excellence.
- To manage the agreed quality processes and system and to monitor and review the quality of learning support. With the Head of Additional Learning Support and quality colleagues, plan and undertake learning walks and create and deliver a personalised development plan for learning support staff, whilst ensuring each plan provides inspiration and direction required to deliver outstanding support for learners.
- To support the Head of ALS in the organisation and delivery of CPD within the area and cross college.
- To effectively liaise with and maintain excellent working relationships with Local Authorities, keeping them up to date with learner progress and progression, as necessary.
- To liaise with parents / carers and external professionals where necessary.
- To keep up to date with national trends in ALS / SEND provision, and to work as part of a management team to deliver the most appropriate models for learners.
- To take responsibility for specific projects as designated by the Head of ALS.
- To deputise for the Head of ALS both internally cross-college and with external stakeholders.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To work with colleagues across the college to ensure we are providing necessary safeguarding support for learners

## **WALTHAM FOREST COLLEGE COMMITMENTS**

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Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere-to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.

- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder.

# PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
■ A relevant first degree and any relevant professional qualifications	D	D	
■ Level 2 (or above) English and Maths qualifications	E	E	
<b>EXPERIENCE</b>			
■ Demonstrable experience of delivering outstanding support.	E	E	E
■ Ability to inspire and engage learners to achieve their full potential and a passion for learning.	E	E	E
■ Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities including British values.	E	E	E
■ Experience of administration and organisation to ensure the achievement of deadlines	E	E	E
■ Experience of continuous quality improvement and internal quality assurance.	E	E	E
■ Experience of contributing to an area to ensure high quality outcomes as measured by retention, achievement and progression	E	E	E
<b>SPECIAL ABILITIES AND APTITUDE</b>			
■ Evidenced track record of managing and/or implementing a range of quality processes and systems within a further education environment	D	D	D
■ A strong leader who delivers multiple and diverse methods of support, which provide high quality success outcomes	E	E	E
■ Understanding of relevant funding methodologies and qualifications frameworks	E	E	E
■ Ability to effectively cost Additional Learning Support and to achieve budgets and financial targets	E	E	E
■ Experienced observer of classroom and workplace support with experience of writing detailed reports and support plans	D	D	D
■ Knowledge and understanding of managing resources within additional learning support	D	D	D
■ An ability to engage and motivate a team and individuals to deliver high performance outcomes in a further education environment	E	E	E

■ Good analytical skills with proven ability to use management information to identify issues and opportunities to drive quality and performance	D	D	D
■ Strong time-management and organisational skills	E	E	E
■ Good IT skills	D	D	D
■ Good communication and presentation skills, written and verbal	E	E	E
■ Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	E

\* **Key:** AF = Application Form, I = Interview, A = Assessment