



JOB DESCRIPTION

Oldham College

Job Title:	ALS Manager		
Department:	Additional Learning Support	Job Ref:	
Grade:		Position Type:	
Responsible to:	Head of ALS	Responsible for:	ALS Team Leaders & Dyslexia Tutor

Job Description

Main Purpose of Role

To lead and manage the Additional Learning Support (ALS) provision for students with Special Educational Needs and Disabilities (SEND) within the college, ensuring high-quality support, effective teaching, and the inclusion of SEND students in all aspects of college life

Main Duties and Responsibilities

1. Lead and manage the ALS team, ensuring effective and personalized support for SEND students, including the recruitment, training, and performance management of support staff.
2. Collaborate with academic staff and other departments to ensure inclusive teaching practices and the effective integration of SEND students into mainstream classes.
3. Liaise with external professionals, agencies, and families to ensure the holistic support of SEND students.
4. Monitor and evaluate the progress and outcomes of SEND students, ensuring that interventions are effective and making necessary adjustments.
5. Lead, supervise, and provide professional development opportunities for the Dyslexia Tutor
6. Ensure compliance with SEND legislation and college policies, including safeguarding and data protection.
7. Contribute to the strategic development of SEND provision within the college, ensuring that it meets the needs of the student population and aligns with college priorities.
8. Support and develop colleagues in relation to SEND through advice, guidance and organisation of training.

9. Lead the development, implementation, and continuous improvement of dyslexia support services in line with college policies and best practices and collaboration with the Dyslexia Tutor
10. Keep up to date with knowledge of national and local initiatives and how they may impact upon policy and practice.
11. Undertake professional development activities to increase own effectiveness.
12. Manage the process of observations of Learning Support Assistant to support their professional development.
13. Evaluate the impact of inclusive teaching and support staff to improve practice.
14. Ensure all staff are kept up to date with teaching and learning strategies that promote effective inclusive practice.
15. Take part in quality cycle processes, identifying areas of weakness and implementing changes to improve them
16. Advise on setting targets for raising attainment.
17. Plan and deliver training for all staff in relation to overcoming barriers to learning and statutory responsibilities.
18. Where appropriate liaise with parents of students with SEND.
19. Collaborate with outside agencies to raise the achievement of students with SEND
20. Ensure PEP meetings are the coordinated for students in the care system, social care, and other agencies with curriculum staff.
21. Where necessary lead on the gathering of evidence and information to contribute towards EHCP Assessment requests
22. Work with line manager to identify training needs, and actively seek out relevant training and development opportunities.
26. Participate in the College's Personal Development Review process.
27. Coordinate exam support for learners with access arrangements and additional learning needs.
28. Coordinate daily timetables for support for Support Officers and Communication Support Workers.
29. Lead our sensory specialist support including support for HI/VI students to ensure they get an inclusive experience that is ambitious and enables them to be independent.

30. Support the Head of ALS and Director of SEND to develop a whole college approach to SEND.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- 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.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. 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.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Stephanie Firth	Date:	12 Feb 2025
Reviewed By:	Lee Bowers	Date:	13 Feb 2025
Reviewed By:		Date:	

PERSON SPECIFICATION

POST:

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, providing evidence wherever possible.

The College 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.

<i>Skills, Knowledge & Experience</i> ESSENTIAL:	Short-listing criteria - evidence Required *
Proven experience working with SEND students in a Further Education setting, including supporting students with a variety of learning difficulties and disabilities	*
Qualified Teacher Status (QTS) or equivalent, or significant experience within SEND teaching/support.	*
Significant experience of leading or managing a team within a learning support setting, ideally with ALS staff	*
Knowledge of SEND legislation, including the SEND Code of Practice and the Equality Act 2010	
Strong understanding of the diverse needs of SEND students, with the ability to adapt and deliver support that fosters inclusion and independent learning	*
Exceptional communication and interpersonal skills, with the ability to engage effectively with students, parents, colleagues, and external agencies	*
Proven ability to manage and supervise a team, setting clear objectives, providing guidance, and supporting professional development	
Strong organizational and time-management skills, with the ability to prioritise workload and manage competing demands effectively	*
Understanding of current best practices and strategies in SEND education, including assistive technologies and reasonable adjustments	
Knowledge of how to monitor and evaluate the effectiveness of ALS provision, and how to adapt based on feedback and data	
Understanding of safeguarding practices and the ability to ensure the safety and well-being of SEND students	
Familiarity with funding streams and how to apply for additional support funding and resources	
	*
Ability to raise aspirations and motivate students to achieve/attend College	
Knowledge of safeguarding legislation and personal responsibilities in relation to SEND	

Code of Practice	
Expertise and experience of leading Sensory Communication strategies for HI/VI learners	*
Possess excellent written and verbal communication skills	
Possess high standards, be conscientious and have excellent organization skills, being able to prioritize workloads and meet deadlines	
Be able to inspire, enthuse and motivate staff	*
<u>Skills, Knowledge & Experience</u>	
DESIRABLE:	
Demonstrate the experience of successfully managing budgets/funding issues	
Knowledge and understanding of the use of Assistive Technology to support learning	
<u>Qualifications</u>	
ESSENTIAL:	
Level 2 qualification in Numeracy/Maths (or equivalent)	*
<u>Qualifications</u>	
DESIRABLE:	
A Careers Leader Qualification	*
A Teaching or SEND Qualification	
<u>Other Work Related Requirements</u>	
ESSENTIAL:	
Ability to work occasional evenings, Saturdays, on a rota basis as required	*
Display initiative, be positive and friendly	