

## **STANMORE COLLEGE**

### **LEARNING SUPPORT MANAGER**

(36 hours per week, all year)

We are looking for a Learning Support Manager to work with the Director of Student Services to develop all aspects of learning support services. The role will involve taking overall management responsibility for the implementation and quality assurance of learning support and High Needs bespoke learning provision across the College.

You will have extensive experience in supporting/assessment of students with learning difficulties and/or disabilities, successful experience of managing learning support that positively impacts upon student retention and achievement and experience of managing ALS funding claims and allocating resources within the ALS budget.

You will be qualified to Degree level and preferably have a full teaching qualification (PGCE, Cert.Ed or similar) or working towards an equivalent qualification. Excellent collaborating cross college staff is essential, you must have good interpersonal, communication and organisational skills combined with a professional attitude to work.

Salary : Band I, points 30 – 35 - £33,641 - £38,313 per annum

Application form and further details of the post available from the Stanmore College website : [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or by telephone on 0208 420 7840.

Closing date for applications is Wednesday, 24<sup>th</sup> November 2021  
Interviews will take place on Thursday, 2<sup>nd</sup> December 2021

## **STANMORE COLLEGE**

### **JOB DESCRIPTION**

**POST:** Learning Support Manager  
(36 hours per week, all year)

**REPORTS TO:** Director of Student Services

**JOB SUMMARY:** To work with the Director of Student Services to develop all aspects of learning support services, so that they meet the College's objectives for retention, achievement, widening participation and inclusive learning, as well as the requirements of Equality legislation. To be responsible and accountable for the effective leadership and management of learning support services. To take overall management responsibility for the implementation and quality assurance of learning support and High Needs bespoke learning provision across the College. To act as one of the College safeguarding officers working under the direction of the Director of Student Services.

### **Main Activities**

1. Leading the provision of effective and responsive additional learning support and ensure that assessment and review processes are coherent and consistently managed across the College.
2. Overseeing the budgets for additional learning support and ensure that details for the funding claims are given to MIS, in accordance with local authority agreements to commission places for learners with high needs.
3. Managing the deployment of ALS to effectively monitor, track and record ALS in line with EFA, SFA, LA and Ofsted requirements. Put in place processes to monitor and review learner progress for those in receipt of ALS to maximise learner success and progression.
4. Managing cross-college support for students identified with learning difficulties and disability to ensure that achievement rates are at least equal to those who do not require additional learning support.
5. Responsible for the deployment of Learning Support staff to ensure learning support services are accessible and meet the needs of learners and monitoring and reviewing the effectiveness of this support.
6. Ensuring the assessments for exam access arrangements are conducted in a timely manner to enable learners to be supported appropriately at times of examination and assessment.
7. Carrying out assessment of individual student needs with specific reference to physical and sensory impairments, communication difficulties and high support needs.

8. Monitoring and reviewing the quality of additional learning support and bespoke High Needs learning programmes through learning walks and other quality measures.
9. Liaising closely with key curriculum staff to ensure they understand the learners they have and have access to information relating to the support needs of learners. Providing curriculum staff with lists of learners in curriculum areas with High Needs funding. Liaising with key personnel within the LA and other external organisations where appropriate, about the development of programmes for High Needs learners.
10. Supporting the Director of Student Services with the development of strategies to ensure successful outcomes from external inspection regimes such as OFSTED and internal quality improvement documents such as SAR and review of the Service Improvement Plan.
11. Working with internal departments and with Local Authorities on the response to, implementation of, and review of, EHCP's. To work with internal departments and with Local Authorities on the claims for High Needs Funding.
12. Contributing to the overseeing of positive student behaviour through the student services areas and across the site.
13. Responsible for producing an annual report on the Learning Support team which can then feed into the "Support for Students" section of the College self-assessment report and midterm reviews.
14. Producing quantitative and qualitative management reports for AGM that reports on all areas of Learning Support, impact and outcomes for learners. Including collaboration to update College policies relating to Learning Support and other policies.
15. Ensuring that accurate statistics and records are kept and that reports are produced to meet the needs of senior managers.
16. To be responsible for updating college systems to record, track and monitor students' engagement and progress throughout the year.
17. Responsible for managing the Learning Support budget.
18. Deliver, participate in training and professional development activities.
19. Act as one of the college safeguarding officers working under the direction of the Director of Student Services. Taking on caseloads and ensuring compliance on recording outcomes, interventions and support.
20. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below.

In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE: Learning Support Manager**

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Qualified to degree level	Application form/ certification
Full teaching qualification (PGCE, Cert.Ed or similar) or working towards or professional qualification as equivalent – Desirable	Application form/ certification
Level 2 maths and English	Application form/ certification
<b>EXPERIENCE OF:</b>	
Successful leadership and management including performance management of Additional Learning Support provision	Application form/ supporting statement/Interview
Extensive experience in supporting/assessment of students with learning difficulties and/or disabilities	Application form/ supporting statement/Interview
Experience of managing ALS funding claims and allocating resources within the ALS budget.	Application form/ supporting statement/Interview
Experience in Timetabling provision	Application form/ supporting statement/ Interview
Producing quantitative and qualitative management reports.	Application form/ supporting statement/ Interview
Using internal and external systems to record, monitor and track student engagement and information.	Application form/ supporting statement/ Interview
Establishing, developing and maintain effective partnerships internally and externally	Application form/ supporting statement/ Interview
Cross organisational responsibility for managing co-ordinating Learning Support activities	Application form/ supporting statement/ Interview
Safeguarding officers working, managing caseloads and ensuring compliance on recording outcomes, interventions and support.	Application form/ supporting statement/ Interview
<b>KNOWLEDGE OF:</b>	

Good understanding of the principles of equality and diversity in the context of an education setting and how to apply these in the relevant area of work	Application form/ supporting statement/ Interview
Excellent knowledge of current issues relating to SEN and LLDD	Application form/ supporting statement/ Interview
Understanding of inclusion, widening participation and DDA requirements	Application form/ supporting statement/ Interview
Experience of working with young people and adults and a willingness to undertake further training in the area of the job role.	Application form/ supporting statement/ Interview
A range of electronic learning resources and relevant IT packages	Application form/ supporting statement/ Interview
<b>SKILLS:</b>	
Excellent communication skills, both verbal and written	Application form/ supporting statement/ Interview
Good time management, excellent organisational and administrative skills.	Application form/ supporting statement/ Interview
Proficiency in using Microsoft Office packages including Outlook, Word and Excel	Application form/ supporting statement/ Interview
<b>ABILITY TO:</b>	
Plan and organise effectively and keep accurate detailed records	Application form/ supporting statement/ Interview
To work on own initiative and as part of a team	Application form/ supporting statement/ Interview
<b>PERSONAL QUALITIES:</b>	
Enthusiastic and highly motivated to continuously develop service provision	Application form/ supporting statement/ Interview
Deal tactfully with staff, students and external visitors	Application form/ supporting statement/ Interview
Commitment to the ethos of Stanmore College	Application form/ supporting statement/ Interview
Commitment to continuous personal development	Application form/ supporting statement/ interview
Flexible approach to work	Application form/ supporting statement/ interview