

Job Description

Post:	Deputy Head of Learning Support (Inclusive Learning)
Salary Grade:	Band 3
Responsible to:	Head of Inclusive Learning
Responsible for:	Inclusive Learning Support Staff Team

Key Purpose

To support the Head of Department in the day to day running of Inclusive Learning, ensuring that all learners with SEND receive appropriate and effective learning support to reduce barriers and enable progression and achievement.

To line manage and lead the support staff team within Inclusive Learning

To coordinate Education Health and Care Plan annual reviews, support and advise staff in facilitating reviews and deliver training, where necessary,

To support the Head of Department with local authority consultations for prospective students and advise, support and guide where necessary.

Duties & Responsibilities

A	Line managing the support team in Inclusive Learning; setting key goals, coaching, reviewing performance, managing absence, purchasing of materials and recruitment.
B	To undertake staff development and training activities as appropriate. Promote and facilitate awareness of additional learning support throughout the College, to ensure it is fully integrated into the curriculum.
C	Deputise at meetings with local authority, stakeholders and parents/carers.
D	Identify additional learning needs through personal and comprehensive assessment of students at the point of application or referral to the service and plan to implement support through deployment of staff and /or appropriate resources.



E	To lead and manage the planning, preparation and delivery of high-quality learning support in a variety of contexts and through a range of delivery methods, i.e., one-to-one, small group teaching, study skills support, development of materials.
F	Develop innovative approaches, including the use of e-learning tools/resources and assistive technology to service delivery and support. To facilitate accessibility and inclusivity to meet the needs of our students and increase student achievement.
G	To review and respond to local authority consultations for prospective students and advise, support and guide where necessary.
H	To maintain accurate and auditable learning support records, particularly in relation to EHCP Outcomes. To develop and ensure the implementation of systems to assess, monitor and track students learning support needs and arrangements.
I	To develop and manage a robust transition programme to gather additional learning support information from schools/other providers.
J	To work with Head of Exams and Head of Learning Support to ensure Exam Access Arrangement processes/systems are of high quality and evidence meets the needs of exam boards & JCQ.
K	Monitor and evaluate learning support activities using agreed quality procedure including the student voice and initiate strategies to consistently improve quality and the student learning experience to ensure students' needs are fully met.
L	To work with the Head of Learning Support, Data Management and Finance Team to ensure ALS funding is claimed meeting the regulatory guidance.
M	To prepare reports for the Head of Inclusive Learning and the Senior Leadership Team (SLT) regarding students with learning difficulties and manage appropriate arrangements, including development of training.
N	To contribute to the learning support self -assessment and quality procedures, providing clear action plans
O	To establish and maintain professional relationships and enhance the team's performance and its accountability.
P	To facilitate and lead Education and Health Care Plan reviews.
Q	Other such relevant and appropriate duties as the Centre Principal or Head of Learning Support from time to time may require.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.



All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:

Person Specification

Qualification	Essential			Desirable		
	1	Degree or equivalent qualification.	Application / Certificate	A	Recognised SEND specific qualification	Application / Certificate
	2	Level 3 Teaching Qualification	Application / Certificate		Teaching qualification	



				B		Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development relating to SEND	Application / Interview			
Experience	4	Experience of managing/supervising staff	Application / Interview	C	Experience of exam access arrangements and JCQ guidelines	Application / Interview
	5	Experience of conducting performance development reviews	Application / Interview	D	Experience of liaison with specialist services e.g. SALT, VI/HI	Application / Interview
	6	Experience of compliance and audit protocols relating to SEND and ALS funding	Application / Interview	E	Experience in claiming ALS funding for adult learners.	Application / Interview
	7	Experience of delivering high quality training/CPD in relation to SEND and disability.	Application / Interview			
	8	Experience of completing EHCP Annual Reviews	Application / Interview			
Knowledge	9	Knowledge of JCQ – Joint Council for Qualifications.	Application / Interview			
	10	Knowledge of local authority protocols relating to SEND/EHCP/HNF	Application / Interview			
Skills / Qualities	11	Excellent interpersonal, communication and organisational skills.	Application / Interview			



	12	Ability co-ordinate and motivate staff	Application / Interview			
	13	Good negotiating skills	Application / Interview			
	14	Ability to work on own initiative.	Application / Interview			
	15	High level communication skills – oral, written and IT	Application / Interview			
	16	Excellent organisational skills	Application / Interview			
	17	Good interpersonal skills Able to keep calm in difficult situations	Application / Interview			
	18	Able to work effectively and efficiently	Application / Interview			
	19	Ability to build good relationships with students, staff and suppliers	Application / Interview			
	20	Flexible approach to work	Application / Interview			
Other	21	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	22	Commitment to College policies i.e., Health &	Application / Interview			



	23	Safety, Equality, Diversity & Inclusion DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			
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