

Job Description

Post:	Deputy Head of Learning Support (Learning Support Service/Adult and Specialist Teachers/Assessors and Assistive Technology)
Salary Grade:	Band 3
Responsible to:	Head of Learning Support
Responsible for:	SPLD Team and Learning Support Service Staff

Key Purpose

To support the Head of Department in the day to day running of Learning Support for learners with SEND
To Line Manage and Lead the Learning Support Tutor / SPLD Service along with Assistive Technology Support across SCC Group
To develop and quality assure the learning support offer for adult learners, to ensure adults are able to access support in order to reduce barriers; enabling progression and achievement.
To lead and manage the Exam Access Arrangement offer across all sites within Salford College Group. To ensure students with SEND are assessed accordingly to ensure they are not at a disadvantage due to needs.

Duties & Responsibilities

A	Line managing the Learning Support Tutor Service, Dyslexia/SPLD and Assistive Technology Service; setting key goals, coaching, reviewing performance, managing absence, purchasing of materials and recruitment.
B	To participate in the appraisals and to undertake staff development activities as appropriate.
C	Lead team meetings of your teams in a context of continuous improvement.



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	Promote and facilitate awareness of additional learning support throughout the College, to ensure it is fully integrated into the curriculum.
H	To maintain accurate and auditable learning support records. 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 Exam Access Arrangement information from schools.
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 all the activities of the ALS service 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 Learning Support 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, proving clear action plans regarding the LST, SPLD and Assistive Technology Service.
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

	Essential			Desirable		
Qualification	1	Degree or equivalent qualification.	Application / Certificate	A	Recognised qualification in assessing students with Dyslexia/Specific Learning Difficulties (practicing certificate)/ Level 7 Specialist Teacher Qualification; Accessing for Access Arrangements.	Application / Certificate
	2	Level 3 Teaching Qualification	Application / Certificate	B	Teaching qualification	Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	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 sensory services team e.g. 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/Apprenticeship 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 & Safety, Equality, Diversity & Inclusion	Application / Interview			
	23	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

