



# WORK AT SHIPLEY COLLEGE

# Learning Support Team Leader

## Shipleigh College - Great people, great place!

**Hours:** 37 hours per week, permanent, full-time, full-year post

**Salary:** £23,970 - £27,931 per annum

**Closing Date:** Monday 15th September 2025 at 9am

**Interview Date:** To be Confirmed

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

An exciting opportunity has arisen for an enthusiastic and knowledgeable SEND practitioner to join our Additional Learning Support (ALS) Team. Working in collaboration with the Head of Learning Support you will lead on all aspects of the SEND agenda, including managing a caseload of learners as well as leading and coordinating a team of Learning Support Assistants (LSAs).

| <b>Benefits we offer include:</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>We are looking for someone who has:</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <ul style="list-style-type: none"> <li>• Enhanced Annual Leave</li> <li>• Enhanced pension contributions</li> <li>• Access to a free gym on-site</li> <li>• Reduced cost of bus and train travel*</li> <li>• Access to free on-site car parks</li> <li>• Professional Development opportunities</li> <li>• Shopping discounts with discount app</li> <li>• Occupational Health Services</li> </ul> <p>*qualifying period applies</p> | <ul style="list-style-type: none"> <li>• Working knowledge/understanding of SEND Code of Practice and the EHCP process</li> <li>• Level 2 in literacy and numeracy or equivalent</li> <li>• Level 3 or above qualification relating to learning support, SEND, teaching or similar.</li> <li>• Excellent organisational and interpersonal skills</li> <li>• Knowledge of the wide ranging support needs and barriers faced by young people with SEND</li> </ul> |

**How to Apply:** Application forms can be obtained from [www.shipleigh.ac.uk](http://www.shipleigh.ac.uk). Completed applications should be submitted to [jobs@shipleigh.ac.uk](mailto:jobs@shipleigh.ac.uk)

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| <p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipleigh College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p> | <p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p> |
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## JOB DESCRIPTION

|                       |                              |
|-----------------------|------------------------------|
| <b>JOB TITLE</b>      | Learning Support Team Leader |
| <b>RESPONSIBLE TO</b> | Head of Learning Support     |

## INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

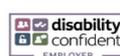
- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## OVERALL PURPOSE OF JOB

- To manage the deployment of effective additional learning support to identified learners within the resources available to the College.
- To lead and coordinate a team of LSAs in their day-to-day activity to provide effective additional learning support to learners.
- To be the main point of contact for all matters relating to learning support/SEND in the designated sector(s) within Shipley College

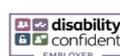
## DUTIES AND RESPONSIBILITIES

- To provide support to meet the needs of learners identified with SEND. This also



includes being the first point of contact for parents/carers as well as other professionals such as medical professionals/social workers

- To ensure that support provided promotes independence, meets the needs of the learner and will lead to a successful outcome and progression
- To lead and coordinate a team of LSAs
- To carry out induction, probationary reviews and annual appraisals for LSAs and hold regular meetings with individuals and teams
- To work collaboratively with other LSA team leaders to ensure a consistent approach
- To be the first point of contact for requests for LSA support tutors and students, and respond in a timely manner
- To provide effective communication to ensure all relevant college staff receive relevant and timely information on the support needs and plans of learners with SEND.
- To liaise regularly with Course Coordinators and Course Tutors regarding the provision and effectiveness of additional learning support, including attendance at course team meetings
- To play a key role in the process of preparing and submitting applications for Exam Access Arrangements to JCQ standards, working in collaboration with curriculum departments and the Exams team.
- To timetable the team of Learning Support Assistants effectively to provide support as needed in a timely manner
- To work collaboratively with the wider college support team including Admissions, Exams, Student Services and HR
- To carry out related administrative and clerical duties at all stages of the learner journey and contribute to the learner's ILP, ensuring support information is recorded and regularly reviewed
- To refer relevant learners to ALS Registry for Exam Access Arrangements and work closely with the team to ensure learners receive the appropriate support in their exams including completing relevant documentation in a timely manner
- To contribute to the effective implementation of personalised timetables, as required for students with SEND
- To chair and actively contribute to EHCP meetings and liaise with the SEND Administrator in order to meet all statutory deadlines and ensure ALS provided within college supports the learner to meet their individual outcomes
- To provide in class support for identified full time, part time and Apprentice learners. This may include working with small groups on specific interventions such as study skills
- To support tutors in promoting positive behaviour
- To be friendly, polite and approachable and provide a high quality of customer service to



staff, students, parents and other stakeholders

- To effectively manage a busy and varied workload in order to fully meet the needs of the role
- To act as link with schools and other providers to manage students' transitions between providers

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION



**Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria**

## ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

|                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Working knowledge/understanding of the SEND Code of Practice and the EHCP process                                                                                                           |
| Level 2 in literacy and numeracy or equivalent - <b>Please note this must be evidenced at interview by way or original certificates and Candidate Statement of Results will not suffice</b> |
| Level 3 or above qualification relating to learning support, SEND, teaching or similar                                                                                                      |
| Excellent organisational and interpersonal skills                                                                                                                                           |
| Knowledge of the wide ranging support needs and barriers faced by young people with SEND                                                                                                    |

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

|                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience of chairing EHCP meetings and/or meetings with internal and external stakeholders relating to SEND.                                                                       |
| Experience of managing/supervising a team                                                                                                                                            |
| Experience of supporting at risk and/or vulnerable learners                                                                                                                          |
| Excellent communication skills with colleagues and students and College stakeholders, including the ability to communicate effectively and build rapport with young people with SEND |

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

|                                                                                        |
|----------------------------------------------------------------------------------------|
| IAG qualification                                                                      |
| Understanding of child and relevant adult protection (Safeguarding Agenda)             |
| Experience of working in an educational environment                                    |
| Experience of providing learning support to young people in an educational environment |
| Knowledge and understanding of the role of a Learning Support Assistant                |



|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| Ability to cope with managing and protecting sensitive and confidential information                                         |
| Ability to work flexibly to manage own workload in a busy environment, using own initiative to ensure all deadlines are met |
| Knowledge and experience of Equality, Diversity and Inclusion                                                               |
| Knowledge and experience of Safeguarding and the PREVENT agenda                                                             |
| Clean driving licence and access to a car with business use insurance                                                       |



## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they

deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**98% of students agree that the College is a safe place to learn.**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**97% of students agree that College staff are friendly and helpful.**

