



**WORK AT
SHIPLEY
COLLEGE**

Head of Learning Support

Shingley College - Great people, great place!

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

Salary: £39,539 - £44,495 per annum

Closing Date: Tuesday 23rd July at 12 noon (***We may close the advert early if sufficient applications are received. So early applications are advised***)

Interview Date: Wed 31st July and Thurs 1st August 2024

Start Date: As soon as possible (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are seeking a Head of Learning Support to lead our Additional Learning Support Team and our Learning Coaches. You will lead the team to deliver high quality and impactful Learning Support across the College for our students and apprentices with Special Educational Needs and/or Disabilities (SEND), as well as our structured tutorial programme to coach our students to achieve personal success. You will be committed to championing inclusion, promoting outstanding practice, and ensuring the College remains fully compliant with the law and relevant codes of practice.

As the College's SEND expert, you will lead on the development and implementation of our inclusive learning strategy. You will also have operational oversight and responsibility for our EHCP students, and cross-college Exam Access Arrangements ensuring our students have their needs met. As an expert practitioner you will be skilled at managing complex external relationships, driven by our College's values, legislation and JCQ regulations, while placing the student at the centre of all that you do.

Benefits we offer include:	We are looking for someone who has:
<ul style="list-style-type: none"> ● Enhanced Annual Leave ● Enhanced pension contributions ● Access to a free gym on-site ● Reduced cost of train travel* ● Access to free on-site car parks ● Professional Development opportunities ● Shopping discounts with discount app ● Occupational Health Services <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Level 2 in literacy and numeracy or equivalent (or be willing to work towards) ● Relevant degree/Level 5 or equivalent qualification. ● Minimum Level 2 SEND qualification/s ● Experience in a similar role supporting people with SEND ● Understanding of impacts of reforms in SEND and a good, current knowledge of the SEND code of practice ● Experience of managing and leading teams.



How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk

Although this is a full time role, there may be some flexibility in working patterns

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

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.



Job Description

JOB TITLE	Head of Learning Support
RESPONSIBLE TO	Director of Quality & Innovation

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 lead the college in providing effective additional learning support to identified learners within the available resources, and in accordance with the SEND code of practice.
- To support the College in securing funding required to provide good support to our learners.



- To ensure the college fulfils its duty to maintain and review the Education, Health and Care plans of learners, cross-College exam access arrangements and for organising effective in-class learning support and personal care.
- To line manage identified staff, including the current Learning Support Team Leaders, Learning Support administrators, and Learning Coaches, supporting them in their day-to-day operational activities.
- To oversee our structured tutorial programme, provided by the learning coaches, that mentors and coaches students to achieve personal success and tracks progress towards that throughout the duration of their study.
- To be the main point of contact and college representative in all matters related to additional learning support for learners.
- To be skilled at managing complex and sometimes challenging external relationships, driven by our College's values, legislation and JCQ regulations, and will have an unerring desire to place the student at the centre of all that you do.

DUTIES AND RESPONSIBILITIES

- Ensure timely and accurate information is available to staff on the support needs and plans of learners with SEND.
- Ensure that SEND learners and, where appropriate, their parents and carers have good advice and support during their learner journey in transition to college, whilst on programmed and on leaving college.
- Ensure the support provided promotes independence, and is effective in meeting the needs of learners and will lead a successful outcome and progression.
- Lead and manage identified staff, including the current Learning Support Team Leaders, Learning Support administrators, and Learning Coaches, supporting them in their day-to-day operational activities.
- Oversee our structured tutorial programme, which coaches and mentors students to be the best student they can be, and track student progress against personal goals
- Liaise with Local Authorities to secure appropriate funding for High Needs Learners aged 16-24.
- Support the Head of Registry to ensure accurate recording of ALS activity to support High Needs Learners as required to meet our obligations to funding bodies of the council.
- Ensure support is provided and appropriate records maintained to access ALS funding for adults and apprentices as defined in the funding body guidelines.
- Ensure the college is properly consulted when external partners specify Shipley College within an Education, Health and care plan.
- Be the main point of contact and college representative in all matters related to



additional learning support for learners with SEND.

- Ensure there is an annual review of the Education, Health and Care Plan (EHCP) for all relevant learners.
- Keep up to date with the development in SEND implementation and brief senior and middle managers as well as our Liaison Governors on related matters.
- Support the Manager of Examinations and Accreditation to ensure that compliant and appropriate exam access arrangements for our students are in place.

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, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young students 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.***

Degree Level/Level 5 or equivalent in a relevant qualification
Level 2 in literacy and numeracy or equivalent (or be willing to work towards)
Previous successful experience of supporting young people with SEND across a range of individual needs
Understanding of impacts of reforms in SEND and a good, current knowledge of the SEND code of practice
Familiarity with funding requirements and mechanisms for learners with SEND
Experience of managing and leading teams
Minimum Level 2 SEND Qualification/s

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.

Additional specialist qualification in support for learners with special educational needs and disabilities
A formal qualification at Level 7 as required by JCQ to carry out standardised assessments to identify specific learning difficulties
Experience of coaching, mentoring and tracking progress of students.
Experience and understanding of Equality, Diversity and Inclusion, and safeguarding risks to learners.
Excellent working knowledge of processes required to provide exam access arrangements
Excellent communication skills, including the ability to provide advice and support to SEND learners, their parents and carers
Excellent working knowledge of processes required to provide exam access arrangements and experience of the process of preparing and submitting applications to JCQ standards
High level of confidentiality and personal integrity
Experience of coaching, mentoring and tracking progress of students.

Excellent customer service skills including effective and professional telephone and face to face communication skills within an appropriate context.

Knowledge of further education additional learning support processes and funding

Effective organisational and administrative skills with accuracy and attention to detail

Ability to prioritise, self-manage and cope with a demanding workload

Willingness to undertake on the job training and to attend relevant staff development programme

DESIRABLE CRITERIA

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

Reliable and excellent time keeping

Able to work flexible hours when required

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

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

97% 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

96% of students agree that College staff are friendly and helpful.

