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**JOB DESCRIPTION**

**Job Profile**

Job Title: Learning Services Manager Post

Responsible for: SENCOs, Learning Support Assistants, including Senior Learning Assistants.

Line Manager: Director of STEM, Care and KCSixth

Pay Band: Management Spine Band I

**Job Purpose**

* To lead the Learning Services Department in supporting all learners to develop study and employability skills, alongside personal and social development; including independence and resilience.
* To hold shared responsibility for ensuring that all legal and statutory requirements related to SEND legislation are met for learners with special educational needs.
* To liaise with local authorities to agree support and financial arrangements for high needs learners
* To develop the operation of the service to reflect the Government’s requirements of a fully integrated approach through all teaching and learning activities
* Act as ‘Deputy Designated Safeguarding Lead’, promoting the welfare and protection of children, young people and vulnerable adults.
* To actively promote the inclusion of Equality and Diversity themes across the College’s curriculum delivery, policies and procedures.
* To manage pay/non pay budgets within the ALS team.
* To actively support processes which support relevant funding streams to include EHCP, AEB and apprentice work based learning support.
* To work with the Principal and Directors as part of the Curriculum Management Team, in providing supportive and motivational leadership which will deliver ongoing quality improvements in teaching, learning and assessment for all learners.

# Specific Duties

* Management of the cross-college Learning Services function, ensuring robust business administration processes are followed, including recording keeping to meet audit requirements, SEND requirements, and to maximise funding.
* Provide leadership and performance management to the Learning Services Team; in order to develop a comprehensive support service for learners with identified additional learning needs.
* Financial management, forecasting, budgetary control and reporting of pay and non-pay budgets, including the resourcing of individual learner support packages related to Supported Internships, EHCPs, Work Based Learning (Apprentices) and adult learning support (AEB) - making associated funding claims
* Lead partnership work with local authorities and other external agencies to support high needs learners through the design, delivery and review of EHCPs. Negotiate and agree financial contracts.
* Lead the management of exam access arrangements, by supporting SENCOs, and undertake a personal case load of this work.
* Support a caseload of high needs students undertaking study programmes.
* Lead transition planning for high needs learners, including providing support to the College’s SENCOs, and liaison with external agencies including secondary schools, other colleges, local authorities, and residential care placements. Liaise and plan for supported internship provision as agreed with external services as necessary.
* To develop excellent support for all learners with SEN in relation to progression planning and destinations, through close working with curriculum teams.
* Contribute to tutorial/wellbeing curriculum development, including the management, development and acquisition of high quality tutorial and training materials.
* Lead (and champion) the embedding of Equality and Diversity themes across all of the College’s curriculum, policies and procedures.
* Ensure that the Learning Services Team are available to support advice and guidance activity, including open days, enrolment and induction.
* Be actively involved in the operation of quality processes, including the observation of Teaching and Learning
* Ensure that teachers are well supported by the Learning Services Team to meet the additional needs of their learners, both through the implementation of College designed strategies, and implementation and interpretation of specific EHCP content.
* Manage and contribute to the delivery of the Learning Services programme of support for learners.
* Manage Learning Centres to ensure that all learners can access a comprehensive range of information and services including higher education students
* Ensure a high level of customer care at all times.
* Participate in Performance Management and Professional Development activities as required.
* Participate in cross College events and other marketing activities.
* Work within Health & Safety guidelines and be aware of your responsibilities for health and safety.
* Adhere to College policies and procedures.
* Carry out any other duties commensurate with the post.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

This job description is current at date shown and may be amended from time to time after consultation

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**PERSONAL SPECIFICATION**

**POST: Learning Services Manager**

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| **As a College employee you will be expected to embrace College values and implement College policies and procedures by:-**   * Seeing learners as our priority * Embracing equal opportunities and respecting diversity * Working co-operatively with colleagues * Respecting and valuing the work of all our stakeholders * Striving for continuous improvement * Adhering to College policies and procedures * Promoting the welfare of children, young people and vulnerable adults |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * A degree/level 4 qualification equivalent * PGCE/Cert Ed * Level 7 qualification so can undertake JCQ Form 8 Section C assessments | * Management qualification * Degree or Post-graduate qualification related to Additional Learning Needs * A Safeguarding Qualification at Level 3. |
| **Experience: The candidate may come from a number of different backgrounds and should hold at least one of the essential areas** | * Up to date experience of working in an Education Sector. * Significant experience of working within an additional learning support setting. * Knowledge of funding streams and local authority funding for learners with an EHCP. | * Up to date experience of working in the FE Sector * Previous management experience * Experience of managing exam access arrangements * Experience of financial management. * Experience of working with local authorities to support high needs learners |

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| **Knowledge and Skills** | * Good verbal communication skills * Good understanding of Additional learning needs and current legislation * Excellent understanding of supporting learners and developing their broader skills * Good IT and organisational skills in terms of tracking and processing data. * Able to demonstrate the ability to manage and motivate people * Good knowledge of study programmes * Suitable character for working with children and vulnerable adults * Suitable character for undertaking Safeguarding work, including supporting colleagues. | * Awareness of disability issues and equal opportunities including recent legislation |

**Essential requirements are those without application will not normally be considered for appointment**