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| **Job Title:**  Learning Support Manager  **Reports to:** Head of SEND and Learning Support  **Base**: Cross College |
| **Hours:** 37 hours per week, 52 weeks a year  **Contract Type:** Management Delivery  **Holidays:** 35 per year plus 6 College closure days where applicable and 8 statutory bank holidays per year.  **Salary:** £45,509 to £49,719 per annum |
| **Job Purpose**  The Learning Support Manager will be responsible for leading the Learning Support Team to ensure the provision of high-quality, inclusive support services for students with a range of diverse learning needs. This role involves developing and implementing strategies to enhance student learning experiences, coordinating with curriculum areas and relevant staff to address individual learning requirements, and ensuring compliance with relevant educational standards and regulations.  This role will directly line manage Learning Support Team Leaders and EHCP Coordinators, ensuring that adequate resources and support are deployed effectively, enabling students to achieve their full potential in line with their needs. They will have overall responsibility for the operation and delivery of the Learning Support activity and its employees.  The Learning Support Manager will foster a supportive and accessible learning environment, promoting student success and well-being. The postholder will have a key focus on students who have an EHCP (Education, Health and Care Plan) and/or are in receipt of High Needs Funding Support.  The Learning Support Manager will deputise for the Head of SEND and Learning Support. |
| **Key Responsibilities**  **Introduction**  **1. Management of Learning Support**   * Manage the **Learning Support Team Leaders** **and** **EHCP Coordinators**, providing guidance, training, and support. * Oversee the caseload management of students with EHCPs and High Needs, ensuring that appropriate support is in place and that their needs are met across the college curriculum. * Foster a collaborative environment where learning support staff work in partnership with curriculum teams and pastoral staff to deliver high-impact support.   **2. Deployment of Learning Support**   * Ensure that effective learning support is deployed across the college, matching students’ needs with appropriate staffing levels. * Ensure that the relevant team leaders effectively schedule and allocate the learning support staff to students, making sure that support is consistent, timely, and responsive to changing needs. * Monitor the effectiveness of learning support, making adjustments as necessary to ensure the maximum impact on student learning and progress. * Ensure via the team leaders that students with SEND, including those with EHCPs, receive appropriate interventions, and support in line with their individual needs. * Promote and facilitate the awareness of SEND and Learning Support team throughout the College, to ensure it is fully integrated into the curriculum activities.   **3. Coordination and Monitoring of EHCPs**   * Lead the process of developing and reviewing **EHCPs** for students, working closely with the **EHCP Coordinators**, and external agencies to ensure the implementation of plans. * Ensure via the EHCP Coordinators students’ progress is monitored and that targets and outcomes are reviewed regularly. * Ensure via the EHCP Coordinators that EHCPs are kept up to date, working with students, parents, and relevant professionals to make sure they accurately reflect the student’s needs and progress.   **4. Staff Development and Training**   * Provide training and professional development opportunities for Learning Support staff, ensuring that they are equipped with the necessary skills and knowledge to support students effectively. * Encourage continuous professional development (CPD) to ensure that the team stays up-to-date with the latest SEND strategies, legal requirements, and best practices. * Lead regular team meetings, fostering a culture of collaboration, feedback, and shared learning. * Deliver CPD to teaching teams on specifics relating to in-class support, adaptations and inclusive pedagogy. * To keep up to date with matters relating to SEND and learning support, including legislation, funding and models of best practice.   **5. Assessment and Reporting**   * Oversee the assessment of students’ learning support needs and ensure that appropriate resources and interventions are put in place. * Provide regular reports to the Head of SEND and Vice Principal regarding the deployment of learning support, outcomes for students, and any key challenges or resource needs. * Contribute to the Performance Management Review (PMR) process to link faculties to advise on areas for development/ improvement.   **6. Collaboration with External Agencies (where required)**   * Build and maintain strong working relationships with external agencies (e.g., Local Authority, health professionals) to ensure coordinated and effective support for students with SEND. * Ensure that referrals to external services are made in a timely manner, and that students are provided with appropriate support both within and outside of the college setting.   **7. Assist and Deputise Head of SEND**   * As required, deputise for Head of SEND to ensure business operation continues effectively, taking on decisions/or relevant activity. |
| **Person Specification** |
| **Competencies**  **Essential**   * Ability to lead and delegate to team members within challenging and demanding environments, and the ability to drive change and performance. * Ability to make timely and informed decisions with benefit the team and organisation. * Robust organisational skills and effective delivery. * Ability to assess, analyse, and report key data using this to inform improvement in practice and delivery. |
| **Knowledge & Experience**  **Essential**   * Robust experience in SEND Leadership, holding SEND or SENCO qualification. * Robust experience in Leadership and Management, ideally holding a Leadership and Management qualification. * Proven history of managing a Learning Support Team or equivalent in an education setting, and experience in driving change and motivating a team. * A quality and in depth understanding of EHCPs, SEND Legislation and relevant statutory guidelines i.e. SEND Code of Practice. * Proven record of developing positive and meaningful relationships with external stakeholders, such as the Local Authority. * Experience of being a strong advocate for SEND and students with high needs, in particular supporting and teaching students with specific SEND needs.   **Desirables**   * Proven experience of improving and driving performance in line with organsational aims. * Proven experience with people management and the application of the relevant policies and procedures. * To lead with adaptability and flexibility in navigating through change and transition. * To lead on all aims, values and missions for the team |
| **Qualifications**  **Essential**   * Management, Leadership or Coaching qualification. * Teaching Qualification e.g. PGCE or equivalent to FE standard. * SEND specific/ leadership qualification. * Experience and competency in using software for reporting and analysing data, utilising data to make informed decisions.   **Desirable**   * Mental Health First Aider (or willing to work towards). |