



Post Title: Inclusive Learning Team Leader

Responsible to: Head of Inclusive Learning and Resource

Status: Full Time

Purpose of the job: Works within a team of Inclusive Learning Team Leaders to manage and deliver the provision of additional learning support to meet the needs of learners and apprentices in designated curriculum areas.

REASEHEATH COLLEGE MISSION

“Industry Focused, Career Ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks & Responsibilities

- Manage the transition, initial assessment, support planning and delivery of additional learning support for all students and apprentices with SEND including those who are 19+ and those with EHCPs/HNF.
- Maximises the impact of ALS resources by monitoring the deployment and impact of ALS funding, staff and resources in line with strategic plan to ensure efficient use of resources.
- Maximise the impact of assistive technologies and champion their use to promote the development of independence and study skills.
- Monitors in-class support to ensure the efficient and effective use of support staff.
- Act as the escalation point for AILPs who need support when dealing with difficult or complex 1:1s with students.
- Work collaboratively with curriculum staff and course managers in relation to the management of learning difficulties in the classroom, to ensure a high quality and consistent level of student support is provided.
- Review and monitor support provision, tracking and recording the impact of ALS on student's progression, achievement, independence and development of workplace skills, knowledge and behaviour to ensure support is appropriate and effective.
- In liaison with SEND Lead, Chair EHCP reviews including the preparation, completion and submission of associated review paperwork.

- Works collaboratively with the Quality Team by participating in Learnings Walks and contributing to Quality Health Check Week to ensure consistency in assessments and quality in delivering Learning Support.
- Contribute effectively to the improvement of Key Performance Indicators.
- Leads on and contributes to staff development across the College regarding SpLDs, EDI and SEND.
- Liaises with prospective students and their parents including attendance at students interviews and college open days, to ensure they understand the services offered by Learning Skills Centre.
- Leads on the recruitment of new staff to ensure the maintenance of an effective and efficient service provision.
- Manages the Inclusive Learning Support Practitioners and Advanced ILPs, building high performing teams by the provision of effective line management which ensures accountability and clarity of objectives and which utilises and develops their skills, knowledge and competencies.
- Drives the effective performance of the area by providing leadership, setting high expectations for all staff and effectively tackling any poor performance.
- Co-ordination of timetabling for the ILPs, invigilate and act as LSC zone head during examinations.
- Utilises the College MIS and Information Management Systems to prepare and present quality reports, data and statistics as required by the College and any external bodies.
- Ensure that full records of support provided to students are accurately recorded on the College's MIS systems in order to facilitate the compilation of statistics, Additional Learning Support funding and legal requirements.
- Provide information to SEND lead to achieve Learning Support funding.
- Support Head of Inclusive Learning and Resources in achieving targets in funding by ensuring the effective use of resources, record keeping and the review and assessment of required paperwork.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

Person Specification
Post Title: Inclusive Learning Team Leader

Knowledge, Skills & Experience (E – essential, D – Desirable)	
Minimum GCSE Maths and English Grade C or equivalent	E
Significant understanding of training / teaching methodologies	D
Ideally a qualification in SpLDs or evidence of significant experience of SpLDs/SEND	E
IT skills in MS Office applications	E
Some experience of working with and supporting students with a variety of learning difficulties in a post 16 environment.	D
Self- motivated with ability to motivate others and enthuse learners to succeed	D
A full clean driving licence with access to a vehicle would be an advantage	D
Knowledge of the impact of specific learning difficulties on learning and teaching.	E
Significant understanding of issues to do with diversity and social inclusion	D
Ability to communicate effectively and negotiate and influence with individuals at all levels including students, parents, colleagues and the wider industry	E
High level of inter-personal skills including listening, empathising and approachability.	E
Significant leadership qualities especially in the areas of equality and inclusion.	E
Significant experience of having the ability to act as a role model to others and provide effective line management which engages staff and drives high team performance.	E
Ability to effectively communicate with colleagues and work flexibility to manage the demands on the Learning Support Team.	E
Some evidence of Continuous Professional Development	D
Proven ability to be methodical and organised in keeping accurate records and paperwork up to date.	D
Skills to develop and effectively utilise additional learning support resources and opportunities which maximise learner experience	D
Ability to problem solve to a high level to ensure most effective use of resources	E
Ability to contribute to budgetary requirements and identify cost effective working methods	E

