

APPOINTMENT OF HEAD OF ADDITIONAL LEARNING SUPPORT (ALS) – REF 2305120

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships and the Community. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

We are seeking an outstanding leader to join our high-performing College Management Team as Head of ALS. You will have a proven track record as an outstanding practitioner and will have highly developed interpersonal skills to influence others and continually make improvements.

Additional Learning Support (ALS) at Runshaw aims to enable students to maximise their potential. We view it as a positive model offering support for all students with Learning Difficulties or Disabilities who wish to use the service. It plays a central role in supporting individual students to achieve their best and we have worked hard to ensure there is no stigma attached to using the service.

ALS has a dedicated suite of rooms and is delivered by a team of specialist staff who provide 1:1 and small group support, both in and out of class. Assistive technology and software are also used to remove barriers to learning, promoting independence and learning without limits.

The team provides a range of support to meet the needs of individual students. This includes assistance with literacy, numeracy and study skills, personal care support, support for disabilities e.g. Dyslexia, Sensory & Physical Impairment, Autism, ADHD, Dyspraxia, and Moderate Learning Difficulties, as well as individual support on a one to one basis. All students regardless of need negotiate a package of support that is linked to their primary learning goal.

In 2021-22 the college had 70 learners in receipt of High Needs funding; these learners came from a range of local authorities including Lancashire, Wigan, Bolton and Sefton.

The college is looking for a talented and committed Head of ALS to lead this service and build upon existing outstanding achievements and strengths.





This is a very exciting opportunity to lead an outstanding service and to contribute to the continued success of Runshaw College. The role will also provide many opportunities to develop your own management skills and further your career as an education leader.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our main Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and students highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded "Good" for Overall Effectiveness) and are on a short journey to achieve an "Outstanding" grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future students deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together; Dedication, Enjoyment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Marie Fairhurst

Assistant Principal

fairhurst.m@runshaw.ac.uk





JOB DESCRIPTION

JOB TITLE: Head of Additional Learning Support (ALS) – Ref 2305120

UPDATED: May 2023

RESPONSIBLE TO: Assistant Principal

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES
ROLE SPECIFIC <ul style="list-style-type: none"> • Provide a professional service to all students, staff and others, ensuring that a positive image of the service and college is created and maintained in conjunction with other members of the Study Support team • Advise the college on the legal requirements related to the education of Students with Special Educational Needs (SEND) • Ensure provision in line with best practice • Keep up to date with national policy frameworks, government initiatives on learning support, national, regional, and local priorities and funding developments • Assure college's compliance with relevant legislation and external bodies procedures and protocols relating to DSA, EHC plans, ALS and Equality and Diversity • Collaborate with external partners in relation to SEND • Provide a service to students, prospective students and other stakeholders which reflects the college's commitment to inclusive learning • Work in partnership with the college's admissions team, Heads of School, Heads of Studies, Head of Student Services and Head of Safeguarding and Wellbeing, and teaching and support staff, as part of the initial coordination and assessment for students with additional learning needs.





- Represent the service internally and externally and develop and facilitate strong links with Partner High Schools, Special Schools, HE Institutions, SEND networks, Local Authorities and other educational statutory and voluntary organisations
- Ensure effective communication with staff teaching students with ALS needs
- Lead and take responsibility for specific cross college and service-related projects as directed by line manager

MANAGEMENT AND TRAINING OF STAFF

- Lead and manage the Study Support Team
- Deploy the agreed HR procedures in the management of your support service
- Be responsible for the training, development and coaching staff within line management responsibility
- Lead a support service culture which demands high standards and in which staff feel empowered, valued and recognised
- Plan, organise and delegate work carried out by the service, its individuals, and self and evaluate against targets
- Manage budgets and funding to ensure successful financial outcomes
- As a role model, foster a culture of excellent professional standards, personal integrity and confidentiality at all times

QUALITY

- Be actively involved in the College's continuous improvement culture
- Manage the effective operation of Continuous Improvement Teams (CIT) within your Support Service



COLLEGE RESPONSIBILITIES

- Participate in Performance Management procedures – Appraisal
- Lead the Support Service in the planning and preparation of cross college events and other marketing activities as appropriate
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures including GDPR
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults



PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C or equivalent Level 2 qualifications	E	Application form
Level 3 qualification	E	Application form
A degree level qualification or significant relevant sector specific experience	E	Application form
Qualification related to the teaching / support of basic skills / education-based qualification such as the PTTLS, Level 3 Award in Education and Training QCF Level 3 Course, PGCE or similar	D	Application form
Level 7 Post Graduate SpLD qualification and a current practicing certificate	D	Application form
Management qualification	D	Application form
European Computer Driving Licence (ECDL) or equivalent I.T. qualification	D	Application form
Evidence of strong Continuing Professional Development	E	Application form
TRAINING, EXPERIENCE AND KNOWLEDGE		
Strong track record of leading learning support to provide outstanding outcomes	E	Application form/ Interview (please give details of recent results)
Demonstrate a student-centred approach to support	E	Application form/ Interview



Knowledge and understanding of the Special Educational needs and Disability Code of Practice relating to Part 3 of the Children and Families Act 2014 and associated regulations	E	Application form/ Interview
Knowledge and Understanding of the use of Assistive Technology to support learning	D	Application form/ Interview
Knowledge and experience of exam access arrangements	E	Application form/ Interview
Demonstrate experience of successfully managing budgets/funding issues	E	Application form/ Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	E	Interview
Possess excellent verbal and written communication skills	E	Application form/ Interview / Exercise
Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	E	Interview
Be a team player	E	Interview



Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Be able to inspire, enthuse and motivate staff	E	Interview
Demonstrate good people management skills	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks



SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	Up to £49,400 p.a. dependent upon qualifications and competencies.
WORKING HOURS	37 hours per week
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	35 days per annum plus up to 5 closure days and bank holidays (pro-rata for part-time).
SAFEGUARDING	<p>The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p> <p>The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.</p>
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period

Deadline for receipt of application forms is 9th June 2023

Interviews will be held on 20th June 2023

Approved: Marie Fairhurst

Date: May 2023



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

[//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)

- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](http://yourpensionservice.org.uk)
[//teacherspensions.co.uk](http://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost-of-living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing

Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!