

<b>Job Title</b>	Director of Additional Learning Support	<b>Location/Campus</b>	Flexible – frequent travel required across all group locations
<b>Service Area</b>	Group Learning Support	<b>Type</b>	Permanent contract
<b>Grade</b>	MS5	<b>Scalepoint</b>	
<b>Responsible to</b>	Group Director of Student Services	<b>FTE</b>	Full time

## Job Purpose

To lead Group Learning Support (GLS) a high performing team of professionals dedicated to supporting the inclusion, success, and progression of learners in all sectors who require additional support with their learning, including those with learning difficulties, disabilities and study skills needs.

To influence the development of a group-wide culture and practice where all colleagues are confident and empowered to support SEND learners and those with additional barriers to their learning.

## Main Duties and Responsibilities

To lead the strategic direction of support for SEND learners across faculties, and the development of an innovative model for learning support based on our Learning Philosophy, and a key pillar of our Connected Support Network. To ensure that provision for additional learning support meets statutory requirements around SEND, Equality and Diversity, Safeguarding and Health and Safety

To review and recommend design and delivery approaches, along with relevant assistive technologies, which support students' neurodiversity, and take accountability for learners' outcomes.

To set high standards for learning support and enable the team to achieve them consistently through creative quality assurance and quality improvement measures and ensure that successes are shared with learners, parents, colleagues, funders and regulators.

To use leadership networks effectively to create impact and ensure that support is accessed equitably by learners on Study Programmes, Adult provision, Higher Education and Apprenticeship programmes as well as those with High Needs.

To be highly visible, inspire GLS and faculty teams to achieve our ambitious vision and enable them to work collaboratively to achieve good learning and progression outcomes, for all learners with additional needs.

To foster positive and productive relationships with internal stakeholders, acting as the standard bearer for the service and ensuring that stakeholders feel listened to and understand the purpose, direction and impact of GLS.

To role model connectedness, collaboration, and interdependent working practices with faculty colleagues, in particular with the Lifeskills faculty.

To ensure that funding opportunities are maximised through negotiation with internal and external stakeholders and ensure that budgets are managed tightly and meet internal and external audit requirements.

To build a positive learner- and learning-centric culture in your team where colleagues and learners are motivated and enabled to succeed and progress.

## Group Employee Responsibilities

- To always work and act in accordance with the group's Vision, Values and Strategic Plan
- To demonstrate professional behaviour and appearance at all times
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues / visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

## Experience and Qualifications

### Essential

- Teaching qualification
- Good knowledge of curriculum design and teaching and learning strategies that promote inclusion and success of SEND learners
- Substantial experience of achieving high outcomes in the area of SEND
- Track record in influencing whole organisation transformation
- Experience of leading a learning support function successfully across a complex organisation
- Skilled in budget management with knowledge of funding streams for learning support

### Desirable:-

- Leadership and Management Qualification

## Skills and Competencies

### Essential

- Strong influencing skills and ability to forge excellent relationships with stakeholders
- Current knowledge of legislation and national/local initiatives relating to SEND and disability
- Skilled at driving the development of processes and procedures to achieve integrated and efficient service delivery
- Ability to design and deliver services that delight the customer and achieve high enquiry to enrolment conversions
- Ability to manage resources achieve efficiencies and value for money
- Good IT skills and the ability to manipulate and analyse data to drive performance improvement.



### PROVIDE PURPOSE AND DIRECTION

Managers and leaders understand and support Activate Learning's long-term mission, vision and goals and communicate this enthusiastically in a clear and compelling way, always putting students and their learning at the heart of everything we do.

### PROFESSIONAL

Managers and leaders work collaboratively both internally and externally and act as an ambassador for the Department, Faculty, Team and the Activate Learning Group.

### AWARE

Managers and leaders recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

### RESILIENT

Managers and leaders have the ability to sustain their energy levels under pressure, to cope and adapt to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity



### CONFIDENT

Managers and leaders understand the needs and aspirations of their staff and feel assured to use this knowledge within the principles of the Learning Philosophy to motivate and influence them to succeed, articulating how their contribution makes a difference.

### ENTERPRISING

Managers and leaders focus on Activate Learning Group outcomes and work on behalf of the whole Group, understanding the business and commercial environment of the organisation in which the department, Faculty and team operates.

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment*