

**Job Title                      Head of Study Support**

**Job Purpose:** Overall responsibility for the Study Support Department, working closely with the deputy of the department, including the development and management of the delivery of additional learning support and cross-college study support for students in the sixth form, ensuring high quality, cost-effective, integrated provision and effective team work which meets the needs of individual students

**Responsible to:** The Principal through the Deputy Principal (Welfare & Progression]

**Responsible for:**

**Staff:**

- Recruitment, inducting, leading and supporting members of the team in Study Support.
- Working with the Staff Development Officer and Deputy Principal to provide appropriate training,
- Ensure relevant training is completed by staff in the Study Support team appropriate to their role.
- Professional review of all members of the Study Support team, excluding LSAs.
- Ensure that responsibilities are delegated to appropriate members of the team.
- Identify and disseminate good practice.
- Ensure safe working practices in relation to Students with complex needs
- Take responsibility for staff welfare and support, including facilitating phased returns, individual staff plans etc

**Curriculum:**

- Ensure the development and management of in and out of class support in line with Education, Health and Care Plans. This includes risk assessing and supporting trips and visits as appropriate, developing learning strategies and sourcing materials/resources appropriate to the individual needs of specific students
- Have overall responsibility for the provision and delivery of academic skills support for all students, liaising with the Senior Academic Skills Advisor. Ensuring liaison between this service and the Study Support team to triage and meet student need as appropriate
- Develop and manage the assessment process for access arrangements to ensure that all students in need of additional learning support are identified and have access to support and access arrangements for examinations
- Liaison with the Examinations Department to ensure that all information is provided to meet deadlines for access arrangements to be put in place and/or for any special consideration
- Develop and manage the recording of the additional learning support provided to specific students ensuring that information for teachers and key college staff are shared effectively
- Ensure adequate Study Support staff availability at Parents' Evenings and Open Evenings
- Provide support for Year 10 and 11 students as appropriate through transition to College and at Taster and Welcome Day events.

**Finance and equipment:**

- Ensure that all appropriate additional learning support funding is claimed via the local authority templates and supported with evidence for auditing purposes, including informing the local authorities of significant changes
- Manage the educational supplies and equipment budgets for the department
- Ensure safe and effective use and development of Study Support accommodation and equipment within the requirements of the College's Health and Safety Policy, including Risk Assessments

**Promotion and Liaison:**

- Promote the department via open evenings, visits, displays, cross college meetings, intranet site, subject pamphlets and other suitable means
- Support the promotion of Equality, Diversity & Inclusion across the College
- Ensure internal liaison with Directors of Curriculum and Support, HoSs, teachers etc and liaison with external agencies, as appropriate, so that the needs of specific students are met
- Liaison with the Head of Admissions to ensure the appropriate progression for students identified with additional learning support needs. This will include:
  - Liaison with all local 11 to 16 schools, including ensuring college representation at transition meetings
  - Planning and involvement with admissions interviews for this group of students
  - Ensuring departmental liaison with other agencies, like CAMHS, as appropriate.
  - Managing the transition process for all students with an EHCP plan and ensuring a prompt response to local authority consultations
  - Ensuring compliance with the SEND code of practice, Children, Families Act 2014, the equality Act 2010 and advising the Senior Management Team accordingly.

**Planning:**

- Formulate and monitor the Study Support Development Plan
- Advising the Deputy Principal on strategic planning needs.
- Development of the departmental intranet site to provide information and support for students and teaching staff
- Liaison with SMT, Directors of Curriculum and Support and college pastoral team to anticipate and prepare for those with an EHCP assessment in each new cohort of students.
- Ensure that reviews of EHCPs take place, complying with the statutory duties within legal timeframes
- Liaise with the local authority SEN teams regarding complex EHCP cases for college advice and guidance.
- Liaise with the staff development officer regarding staff training for current and anticipated needs
- Anticipate and ensure staffing levels are adequate to meet students' needs linking with SMT, personnel and the recruitment process.

**Quality Assurance:**

- Implement the annual self-assessment cycle and other quality assurance procedures, e.g. EQR, as necessary
- Monitor the department targets and standards set out in the College Operational Plan
- Link with the Vice Principal and Deputy Principal in the monitoring of the lesson observation cycle
- Share fully in the development of good practice with staff in the Adult Higher Education division

**Other**

- Manage a case load of students monitored & supported regularly, in response to student need
- Act as a designated safeguarding lead and work as a member of the College's safeguarding team
- Manage the medical caseworker team to support students with medical issues which affect their studies, providing support and liaising with other members of staff as appropriate.
- Ensure medical caseworker support for DoCS in return to study safety assessment meetings and implementation of crisis management plans.
- Other duties as may be reasonably allocated from time to time by the Principal.

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Category	Essential	Desirable	Ascertained by
Qualifications	<p>Degree Level/Level 5 or equivalent</p> <p>Level 2 in literacy and numeracy or equivalent (or be willing to work towards)</p>	<p>Additional specialist qualification in support for learners with special educational needs and disabilities</p> <p>A formal qualification at Level 7 as required by JCQ to carry out standardised assessments to identify specific learning difficulties</p> <p>National Award for SEN Coordination</p>	<p>Application form /original certificates at interview.</p>
Experience	<p>Ability to use Word to a high level, plus PowerPoint, Excel and Google Drive</p> <p>Experience working in education, care or a similar environment</p> <p>Previous successful experience of supporting young people with SEND in educational setting across a range of individual needs</p> <p>Experience and understanding of Equality, Diversity and Inclusion, and safeguarding risks to learners.</p> <p>Understanding of impacts of recent reforms in SEND and a good, current knowledge of the SEND code of practice</p> <p>Familiarity with funding requirements and mechanisms for learners with SEND.</p> <p>Knowledge of further education additional learning support processes and funding</p> <p>Experience of the process of preparing and submitting applications for Exam Access Arrangements to JCQ standards</p> <p>Experience of supporting young people with significant mental health issues</p>	<p>Experience working as a manager or supervisor in a large organisation</p> <p>Experience of working in Post-16 or secondary education</p> <p>Experience of working as a DSL or DDSL in an educational or other environment</p>	<p>Application form/ activity/interview/ references</p>
<u>Additional Skills and Abilities</u>	<p>Excellent customer service skills including effective and professional telephone and face to face communication skills within an appropriate context</p> <p>Friendly, polite and approachable.</p>		<p>Application form/ interview/ references</p>

	<p>Proven high level organisational and leadership ability</p> <p>Effective organisational and administrative skills with accuracy and attention to detail</p> <p>Excellent communication skills, including the ability to provide advice and support to SEND learners, their parents and carers.</p> <p>High level of confidentiality and personal integrity</p> <p>Proactive in managing own work and the needs of the College</p> <p>Ability to prioritise, self-manage and cope with a demanding workload</p> <p>A team player, happy to work flexibly to assist others</p> <p>Reliable and excellent time keeping</p> <p>Willingness to undertake on the job training and to attend relevant staff development programmes</p> <p>Able to work flexible hours when required</p>		
<b><u>Other</u></b>	<p>Display a commitment to the protection and safeguarding of children and vulnerable adults.</p> <p>Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not</p> <p>Emotionally resilient in response to information on safeguarding and related matters</p> <p>High levels of discretion, tact and confidentiality.</p> <p>Able to work flexibly, including supporting evening events</p>		Application form/ interview/ references