**Job Description:**

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| **Post:** | Academic Learning Support Lead |
| **Salary Grade:** | Grade 4 (£24,070 - £27,771) |
| **Responsible to:** | Academic Learning Support Manager |
| **Responsible for:** | Delivering, timetabling and planning outstanding Learning Support Interventions  |

**Key Purpose:**

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| --- | --- |
| **1** | To timetable and plan delivery of outstanding learning support interventions that meet identified student and curriculum needs, maintaining own caseload as required |
| **2** | To deliver outstanding support for learning, acting as a Learning Support role model for new team members |
| **3** | To assist in the monitoring of the quality of learning support in the classroom |

**Key Responsibilities and Accountabilities:**

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| **1** | Pro-actively support the college’s Vision, Mission and Values and communicate them effectively |
| **2** | Timetable and plan deployment of available staffing and physical resources, maintaining clear and accurate records |
| **3** | Act as first line manager for an agreed number of Academic Learning Support Assistants |
| **4** | Offer outstanding learning support using a variety of models across the complete range of learning environments while remaining fully compliant with relevant legislation |
| **5** | From time to time provide lead cover according to business need and take on the management of small projects in order to broaden personal experience |
| **6** | Arrange for the timely start of learning support for all identified learners, focusing especially on late or risky applicants and ensuring that the quality of their support experience is not compromised |
| **7** | Adopt an outward-looking approach to the development of innovative practice which will enable delivery of a consistently outstanding service and contribute to team development including self-assessment, quality improvement planning and delivery, meeting deadlines and working within budgetary parameters  |
| **8** | Enable the learner voice and the views of staff to be heard in the development of the learning support function |
| **9** | Ensure that financial, human and other resources are deployed efficiently and effectively at all times, confirming value for money and effective budget performance |
| **10** | Be aware of safeguarding responsibilities, seeking input from safeguarding panel and /or Student Advisors (Health and Well-being) as required |

**Cross-College Responsibilities and Accountabilities:**

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| --- | --- |
| **1****Cross College** | Promote and communicate the meaning of outstanding learning support for students |
| **2****Accountabilities** | Timetable and plan support within agreed budget parameters to contribute towards sustainability and financial viability of the college |
| **3****Accountabilities** | Liaise with relevant college colleagues in the planning, delivery and assessment of Learning Support |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Maths and English to at least level 2 | Y |  | A |
| 2 | Educated to at least level 3 | Y |  | A |
| 3 | Learning Support or similar qualification |  | Y | A |
| 4 | ELSA training |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 5 | Understanding of factors that create barriers to learning and strategies to overcome these | Y |  | AIP |
| 6 | Knowledge of quality improvement systems and tools to support these |  | Y | AI |
| 7 | Proven track record and experience of effective quality improvement initiatives and outcomes |  | Y | AI |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 8 | Total commitment to the College’s vision, mission and values | Y |  | AI |
| 9 | Ability to be an outstanding practitioner in both 1:1 and small group settings | Y |  | AI |
| 10 | Ability to work as part of a team, sharing good practice and successfully coaching others | Y |  | AIP |
| 11 | Ability to communicate with external stakeholders and students with conviction and clarity | Y |  | AIP |
| 12 | Ability to challenge staff and students of all backgrounds and encourage reflective decision making | Y |  | AI |
| 13 | Ability to work in an environment of change, contributing and adapting to new ways of working | Y |  | AI |
| 14 | Well-developed ability for problem solving and decision making | Y |  | AIP |
| 15 | Proficient in use of IT systems and solutions  | Y |  | AI |
| 16 | Creative problem solving ability | Y |  | AI |
| 17 | Resilient and positive  | Y |  | AI |
| 18 | Professional appearance | Y |  | AI |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

MT = Micro Teach session