

JOB DESCRIPTION

Post: Head of Inclusive Learning & Student Support (Ashford, Dover, Sheppey)

Responsible To: College Principal/Deputy Principal/Assistant Principal

Summary of Post:

To be responsible for managing the Inclusive Learning team and the Student Support staff, and to promote high standards in a positive and supportive culture that is outstanding.

Specific Duties:

1. To work with the College Principal to inform the strategic direction, implement policy and ensure delivery of an inclusive learning support service.
2. To ensure statutory expectations and good practice guidance are met in relation to all potential and existing learners with an EHCP or learning needs, including managing and undertaking consultations and annual reviews.
3. To be responsible for preparing learning support claims and to ensure the implementation of an appropriate universal support offer to meet the needs of the college.
4. To be accountable for the management of students with complex needs and other medical conditions, ensuring staff training is timely and appropriate, including liaison with outside agencies.
5. To be accountable for the safe administration of medication in line with procedure and to administer medication if required.
6. To be responsible for the quality and if required, planning and delivery of the PSA curriculum, ensuring it is innovative and aspirational, and to actively encourage excellence in teaching and support for learners with learning needs.
7. To work with support and curriculum staff to embed effective strategies to support learners with different learning needs.
8. To build links with local schools, organise student transition activities and attend in-school transition reviews, EHCPs and other meetings to gather information about the needs of students coming to EKC colleges.
9. To ensure students receive the student entitlement and have access to the student support across the college, and data in the college management information systems are accurate and meet compliance requirements.

10. To lead the Progression Mentor service and ensure students are safeguarded and appropriate actions taken to identify and respond to welfare concerns in line with Group Policies and Procedures.
11. To be responsible for the student experience service, oversee the student union student voice and alumni, ensuring student facilities and learning resources are managed and appropriate.
12. To be responsible for the careers service, line manage the Careers Adviser and ensure a service that supports informed career choices and positive destinations.
13. To effectively manage a delegated budget and ensure that learners receive their entitlement and have access to the learner support services available across college. To be responsible for preparing Learning Support claims
14. To ensure the Inclusive Learning team provides a safe learning environment and that risk assessments are undertaken, and safe working practices are promoted in training and at work.
15. To ensure staff have the opportunity to engage in well-being activities and have the support and development to excel in their roles through monthly My Progress Reviews.
16. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period.

General Duties and Responsibilities:

1. To participate in the staff, support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Good management skills with the ability to lead and motivate a team	✓	✓	6
2.	A creative approach to the development of the curriculum and support service to meet learner needs. With knowledge of current legislation and regulations related to inclusive education.		✓	6
3.	Competent in IT with excellent administrative and organisational skills	✓	✓	6
4.	Excellent communication skills	✓		6
5.	Good analytical and report writing skills		✓	4
6.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture, and ethos	✓	✓	6
Experience				
1.	At least 2 years successfully teaching or supporting young people with learning needs.	✓		6
2.	Proven track record of setting and achieving challenging improvement targets	✓	✓	6
3.	In depth knowledge of the key themes and importance of Equality & Diversity, Safeguarding, Prevent and the British Values agenda	✓	✓	6
4.	Sound knowledge of a range of conditions that impact on learners' education.		✓	6
Education				

1.	Relevant higher level qualification or substantial experience in industry/sector	✓		6
2.	GCSE in English at Grade C/4 or above	✓		6
3.	GCSE in Maths at Grade C/4 or above	✓		6
3	Teacher Training qualification e.g. PGCE or Certificate in Education or DTLLS Certificate in Teaching	✓		4
4.	Additional specialist qualification related to additional needs at Level 4 or above.	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.