



JOB DESCRIPTION

POST TITLE: LDD MANAGER (PRISON EDUCATION)
POST NUMBER: WREQ4060
GRADE: MANAGEMENT SPINE

JOB PURPOSE

We require an innovative Learning Difficulties and/or Disabilities (LDD) manager who has responsibility for managing and supporting the implementation of a robust Additional Learning Support (ALS) strategy, which complies with PEF contracts to ensure the curriculum and/or workplace is accessible for all learners with LDD. In particular, those who require high quality support to meet their needs under the Equality Act 2010.

You will be a specialist practitioner with a proven track record of supporting and assessing learners, having a comprehensive understanding of a wide range of LDD needs.

In this role, you will have an opportunity to enhance teaching and learning through your specialist knowledge of SEND. You will be responsible for demonstrating, developing and improving ALS to ensure an innovative learner-focused delivery. You will be able to deliver a range of CPD programmes, which develop and enhance teaching practice.

The post-holder will report to the Lot Director and work collaboratively with Lot Managers, Curriculum Managers, and all staff to develop inclusive practices. In addition, develop and manage Access Arrangements (AA) across the Lot 4 Prisons and HMP Five Wells.

You will be required to travel across the sites and work in partnership with a range of individuals and organisations, building positive relationships to meet the diverse range of needs displayed by our learners.

As part of the South West regional team, your role will include:

- Day-to-day co-ordination of ALS.
- Co-ordinate effective ALS processes through referrals and reasonable adjustments via Access Arrangements (AA)
- Support the development of resources in LDD and where required undertake research in SEND.
- Provide support and guidance to all staff working with learners of LDD to ensure their needs are met throughout their journey.

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- Implement protocols to promote a culture of continual professional development, which meets, identified needs and shares best practice.
- Be proactive in liaising across both prison and Weston college sites and other relevant professionals and/or organisations to promote inclusive practices.
- Encourage the contextualisation of LDD to support delivery linked to successful progression, rehabilitation, resettlement and employment.
- Respond to the challenges and changes of Ofsted, Awarding Bodies, and National, Regional and Local priorities.
- Represent the region at meetings, conferences and events relating to SEN and LDD as appropriate.
- Work collaboratively with the other LDD Manager in the South West.

KEY RESPONSIBILITIES

- Work with the Lot Director to review current ALS practices and develop a referral system which signposts LDD learners to other agencies that may assist them both in prison and on release.
- Support both Curriculum managers and teachers with individual cases via general referral by recommending and supporting clear and agreed interventions.
- To act as an initial point of contact for ALS enquiries and referrals.
- To ensure learners receive their entitlement to 'reasonable adjustments' in assessment under the equality act.
- Provide Access Arrangements for Lot 4 Prisons and HMP Five Wells in a timely and coordinated manner.
- To keep accurate records and report on AA Referrals for funding purposes
- Where necessary advise HMPPS personnel on common support strategies and suitable interventions.
- Source and develop teaching and learning materials that support those with LDD to achieve their educational targets.
- Share good practice by informing subject and course teachers about LDD and accessible learning through the delivery of high quality training.
- Understand current disability issues, including disability legislation and its impact on further education policy and provision.
- Implement a robust ALS strategy, which ensures all PEF meet contract requirements and the Equality Act relating to LDD.
- Ensure academic staff are updated and implement developments and resources to support accessibility, LDD, equality and diversity.
- Robustly track LDD needs and monitor the effectiveness of ALS to review learners' progress across the provision.

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- Source and maintain specialist resources and equipment, in particular the implementation of assistive technology.
- Ensure quality improvement processes regarding ALS are rigorous and applied consistently to assess and report on impact.
- To carry out audits of LDD related activities and recommend quality improvement strategies to enhance delivery.
- Develop LDD champions within each prison through guidance, training and CPD to support both teaching staff and learners in LDD behaviours and strategies.
- Oversee induction, initial assessment and the use of the LDD screener to ensure those learners who disclose a LDD are catered for.
- Train induction/VC staff in the implementation of LDD screening tools to develop individual support plans and ensure these are shared with learners, teaching staff and HMPPS.
- To maintain an ALS database as required by the PEF contract and in liaison with the Data and Funding Manager.
- Analyse LDD data and collect case studies to analyse the progress of learners with LDD.
- To meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety procedures.
- Carry out such other duties as may be required by the Principal and commensurate with the grade of the post.

KEY TARGETS

This post has key targets that are required for its success. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a regular basis.

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies.

- Staff satisfaction rates.
- CPD and its impact.
- Range and effectiveness of sharing good practice.
- Improved and increased use of ICT/VC within ALS.
- External reviews and reports – including inspections.
- Curriculum development to adopt ALS approaches.
- Achievement and success rates.
- Awarding Body compliance and standards with regard ALS.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine 0-2: £36,015.00 – £38,295.00 per annum, plus up to 5% ERP (Exceptional Reward Payment).
Car allowance of £4,200.

HOURS

Hours of attendance: Full-time, 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

LOCATION

This position is Home Based and you are expected to travel throughout the regions.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language.</i>	✓	
A relevant degree or professional qualification in the field of inclusive practice, Learning Support, SEND or LDD.	✓	
Hold or make a commitment to achieve, a post graduate or level 7 qualification in SEND, such as SENCo, Advanced Practitioner Status (APC), SpLD /Dyslexia or AMBDA	✓	
At least 2 years' experience of supporting LDD in a classroom environment.	✓	
Significant experience of teaching learners with SEND and teaching qualification or make a commitment to achieve.	✓	
A comprehensive understanding of a broad range of LDD and a proven knowledge of SEND	✓	
A working knowledge of the SEND code of practice and its practical application.		✓
The ability to assess the support needs of learners with LDD.	✓	
A good understanding of current disability issues, including disability legislation and its impact on further education policy and provision.		✓
Management qualification and experience.		✓
Competence in IT and its use in assisting ALS.	✓	
Committed to achieving "outstanding quality".	✓	
Competence in the use of Microsoft Office including establishing and maintaining spreadsheets and databases.	✓	
Ability to undertake organisational and administrative tasks efficiently and effectively.	✓	
Excellent written, verbal and interpersonal skills.	✓	



PERSON SPECIFICATION

Highly motivated and the ability to work on own initiative and as part of a team.	✓	
Excellent communication skills	✓	
Experience of Prison Education.		✓
Highly professional in conduct and approach.	✓	
Full driving license and access to own vehicle.	✓	