



JOB DESCRIPTION

POST TITLE: SEND SUBJECT AREA MANAGER (LEARNING SUPPORT)
POST NUMBER: WREQ4163
GRADE: MANAGEMENT SPINE 0-4

JOB CONTEXT

The Specialist Provision which includes a large Learning Support area at Weston College, leads the field and is pro-active in informing the sector, sharing good practice and developing inclusive provision for all learners. It is essential we embrace SEND informed approaches and create an enabling environment which responds to the challenges of the 21st Century workforce with a coherent, co-ordinated and inclusive approach. Our aim is to provide high quality innovative support programmes which allow learners to understand how their barriers impact their learning, accessing an ambitious curriculum which addresses learner's diverse needs, aspirations and vocational focus leading to sustainable outcomes.

JOB PURPOSE

The person appointed will lead a progressive and dynamic team involved in the delivery of Learning Support managed from within the Faculty Inclusive Practice, working in collaboration with all vocational and academic areas of the college. As the Subject Area Manager for Learning Support, you will be responsible for leading the SEND Co-ordinators, Specialist Practitioners, Job Coaches and support staff in the successful delivery and development of high-quality, personalised support programmes for learners with SEND.

The role requires exemplary leadership skills, the delivery of staff development programmes and highly effective communication skills in order to ensure inclusive practice and the SEND Code of Practice is consistently echoed, embraced and understood by all. You must be able to demonstrate innovative practice, excellent interpersonal skills and be experienced within a middle management role in order to further develop an extensive team of practitioners who share an ambitious ethos for themselves and the learners.

This post carries a teaching commitment and will be required to deliver within the Centre for Excellence in SEND and Professional development area. As post-holder, you will be a representative of the Faculty Management Team (FMT) and the College Middle Management Team (MMT).

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KEY TASKS AND DUTIES

As post-holder, you will be responsible to the Senior SEND Operations Manager and ultimately the Director of SEND for the following:

- Day to Day management and co-ordination of Learning Support.
- Proactively develop and lead new initiatives to promote new ways of teaching and learning promoting the accessible classroom for neurodiverse learners, stimulating innovation.
- Lead, motivate, and develop a team of staff who can deliver an empowerment based model of specialist practice that leads to outstanding outcomes for learners with SEND this includes staff at all levels including apprentices and agency staff.
- Lead and enhance the Supported Internship Model to ensure this is accessible for all learners with EHCP's and HN across all areas of the college, ensuring high levels of progression into paid employment.
- Managing the marketing of the area and co-ordinate the admissions process alongside the SEND Co-ordinators ensuring Information, Advice, and Guidance (IAG) for learners with SEND is highly effective.
- Develop effective collaboration and partnerships with cross college teams to ensure inclusivity permeates all provision.
- To carry out regular learning walks and peer observations to ensure personalised programmes are highly effective and ambitious, focusing on independence and preparing for adulthood.
- Develop, maintain and review effective electronic systems and processes to support the efficiency of Learning Support documentation in line with funding requirements, external audits and evidence-based practice.
- To be proactive in liaising with local schools, specialist providers, parents/carers, employers and other relevant outside agencies ensuring an effective multi-agency approach is in place.
- Lead the transitions programmes for new learners including those on Early College Transition programmes to ensure this process is seamless including a robust Initial Needs Assessment process that informs personalised study programmes with cross college faculties.
- Develop a highly effective new staff induction and staff development programme for both Weston College and agencies staff providing opportunities to specialise in SEND.

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- Ensure Quality Assurance and improvement mechanisms are effectively implemented, robustly monitored, and result in high academic standards and learner outcomes
- Ensure Weston College protocols, RARPA and awarding body requirements for assessment and internal verification are complied with and support high-levels of learner progress.
- Working within a delegated budget and achieving set recruitment and income targets.

GENERIC TASKS AND DUTIES

In addition to the above requirements, as a Subject Area Manager, you will be responsible for the following generic duties and responsibilities:

- Devising, co-ordinating, and monitoring timetables within the Subject Area.
- Assisting in the selection process and appointment of staff to the Subject Area.
- Managing staff absence, ensuring measures are taken to cover lessons and to minimise the impact on the learning experience for learners.
- Line managing a team of staff, ensuring that performance is regularly reviewed in line with Weston College performance management and appraisal protocols.
- Monitoring and supporting the development of teaching, learning, and assessment, to include the implementation of observation action plans for staff observed in the Subject Area.
- Ensuring that courses and programmes are regularly reviewed to ensure that they meet industry standards and expectations, making refinements where necessary.
- Ensuring that the progress of learners is monitored, developed, and reported, as per the College protocols.
- Overseeing the implementation of the SEND statutory requirements of the EHCP process, ensuring an effective parental and external agency involvement strategy for SEND learners within the area.
- Ensuring effective representation and engagement at Weston College marketing and recruitment events from the Subject Area Team.
- Regularly reviewing key learner performance data and ensuring that interventions are proactive and timely.

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- Ensuring that the College policy for target setting and pastoral care of all learners within the Subject Area is implemented.
- Ensuring that attendance and standards of learner behaviour are high.
- Ensuring that IAG for prospective and existing learners is effective and leads to positive destination outcomes and are compliant with the SEND statutory duties and consultation period.
- Ensuring College policies and procedures are adhered to by all staff within the Subject Area.
- Fully participating with the self-assessment process, ensuring that reports are accurate, objective, and identify key quality improvement actions.
- Representing Weston College and the Subject Area on internal and external committees and etc., as and when required.
- Providing first line responsibility for health and safety issues on behalf of the Subject Area Team.
- Teaching upon appropriate courses.
- Managing effectively and efficiently all resources, including space, materials, and staffing within the Subject Area.
- Complying with Information Security requirements, in line with Weston College policy.
- Complying with all Weston College policies and procedures.
- Undertaking other duties as may be required by the Principal to reflect changes and developments, commensurate with the grade of the post.

TARGETS

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

- Learner satisfaction.
- Employer satisfaction.
- Success, retention, and achievement.

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- Progress and value added.
- Learner progression.
- External activity to be graded 'Good' or 'Outstanding'.
- Teaching and learning observation profile.
- Resource utilisation.
- Learner recruitment.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate 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's standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points 0-4: £36,015.00 to £40,575.00 per annum.

HOURS

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

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

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Lecturer contact hours: To be confirmed.

As a member of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environment (VLE) and classroom equipment.

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.

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FACULTY OF INCLUSIVE PRACTICE

The Faculty of Inclusive Practice encompasses the following areas:

- Foundation Learning, which includes Entry, Level 1, Full and Part time courses for learners with SEND
- Weston Bay Residential Training Facility
- Additional Learning Support
- SEND Training Programmes from level 2 to degree level
- Centre for Excellence in SEND

The Faculty enjoys a high profile within the College and the community. There are strong links with local schools, Education and Health Authorities, Social Service, University of West of England and other external organisations.

The Faculty has a commitment to providing all learners opportunities to achieve their full potential by offering individualised programmes and high levels of additional support where appropriate.

Learners are empowered to understand their disability impact, by developing strategies to accommodate their differences and inform others how they learn best as well as developing their understanding of autism. This approach lessens their dependency on others and therefore sustains their future independence.

Learners benefit from highly qualified, experienced and dedicated staff, we have established an excellent recording for placing learners on other Further Education courses, training and employment.

The success of the Faculty is based on a strong belief in teamwork and a staff commitment to a learner centred, quality experience.

We hope you feel encouraged to apply and wish you success with your application.

Sam Mayhew
Director of SEND

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent level), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree (or equivalent level qualification), which is appropriate to the work.	✓	
Relevant successful teaching and management experience within SEND	✓	
Understanding and recent experience of the subject area.	✓	
Teaching Qualification.	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate Degree and / or relevant professional experience.	✓	
Good understanding of Ofsted, QAA, SEND Reforms and awarding body guidance and regulations.	✓	
Ability to manage workload and complete tasks in a timely manner.	✓	
Knowledge and use of software to monitor learner information and performance.	✓	
Understanding of Management Information Systems and their application.	✓	
Excellent management skills and ability to lead and motivate a team effectively.	✓	
Setting and achieving high standards for self, teams, and learners.	✓	
Sound working knowledge of budgeting procedures / management.		✓
Thorough understanding of funding and strategic planning methodologies.	✓	