

JOB DESCRIPTION

Job Title:	ALS Manager
Grade:	Management Scale M03-04
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Accountable to:	Head of Student Support and Engagement

Job Purpose

To support the Head of Student Support and Engagement to ensure that the College's Student Support provision is developed and enhanced in line with the aims set out in the College Strategic Plan and the Learning Support Strategic plan.

To lead and manage a high performing Student Support team which is fully embedded in the student learning experience. To ensure high quality support is provided that will lead to a demonstrable impact on student success and progression. To plan and manage Element 2 and Element 3 budgets in line with College expectations.

To contribute to and support a curriculum suitable to engage students who may have been disaffected and disengaged during education and post compulsory education

Key Result Areas

1. Direct and co-ordinate Learning Support within the department and across College's curriculum through the line management of SENCo, Lead SEND Practitioner, Support & EHCP Co-ordinators and Specialist Tutor.

2. To provide effective leadership and management for the provision of Learning Support and ensure that standards, aims, objectives and key outcomes are set and achieved.
3. Effectively utilise High Needs student budget allocation and contribute to distribution of resources to this cohort.
4. Support Head of Student Support and Engagement in College budget planning processes with regards to Element 2 & Top up support funding.
5. Contribute to the College's liaison, negotiation and securing of support funding with Local Authorities with regards to High Needs and ALS funding for students aged 16 to 24 years old.
6. Contribute to achieving agreed income targets and development of new engagement offer whilst ensuring that resources are used effectively and offer value for money.
7. Effectively develop and deploy staff to meet both the needs of SEND students and agreed obligations with ESFA, whilst encouraging innovation.
8. Liaise with and ensure attendance at meetings with feeder schools, Specialist Schools, other organisations, referral agencies, parents and carers to ensure effective transition for SEND students to College and contribute to the development of the Colleges Local Offer.
9. Support the Head of Student Support and Engagement to ensure accurate and auditable data to evidence Learning Support funding claims against each appropriate allocation via the ILR and contributing to the timely completion of data for key return dates.
10. Maintain high standards and quality by:
 - Contributing to the self-assessment process
 - Monitoring and implementing the resultant action plan to facilitate continuous improvement.
 - Ensuring that the College's policies for quality management and enhancement are employed effectively within area
 - Ensuring all staff receive a comprehensive and effective induction

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- Ensuring all staff activity engage in the College Appraisal and Classroom Observation Scheme.
11. Work collaboratively with the SENCo to contribute to and further develop the Student Voice for people with SEND to secure views about College provision to help ensure the SEND offer continues to meet aspirations, expectations and statutory duties under OfS, the QAG DSA guidelines, the Code of Practice, the Children and Families' Act and the Equality Act.
 12. Contribute to the Student Support Services business and performance plan.
 13. To undertake such other duties as may reasonably be required, commensurate with the grade of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on

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individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

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

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PERSON SPECIFICATION

Job Title: ALS Manager

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

Knowledge & Experience		Essential	Desirable
Educated to Degree Level or appropriate professional qualification	1	✓	
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1, 3, 4	✓	
A significant knowledge of ESFA funding guidance and audit regimes.	1, 2	✓	
Experience of planning the effective transition of students from schools and other education settings to create and maintain an excellent student experience	1	✓	
Demonstrable understanding and awareness of quality assurance frameworks such as OFSTED Education Inspection Framework	1	✓	
Successful experience of managing ALS provision	1,2	✓	
Proven track record of leading and reporting processes across EHCP provision.	1, 2	✓	
Proven track record of leading the implementation of strategies to achieve improvement	1	✓	
Proven track record of working with Local Authorities to meet the needs of SEND students	1, 2	✓	
Demonstrable understating of the management and allocation of ALS resources and managing a team effectively	1, 2	✓	
Commitment to CPD and ensuring the safeguarding of children and vulnerable adults	1, 2, 3	✓	
Skills		Essential	Desirable
Effective Working knowledge of Microsoft Office and demonstrate the ability to use reports, systems and processes to deliver high quality provision	1, 2, 3, 4	✓	
The ability to work innovatively and autonomously	1, 2, 3, 4	✓	
Ability to lead and inspire other team members	1, 2, 3	✓	

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Ability to work under pressure whilst remaining professional and working to agreed standards/deadlines	1, 2	✓	
Ability to communicate a positive impression of learning support to staff and students	1, 2	✓	
Ability to deal with challenging situations professionally, crisis manage and manage change	1, 2	✓	
Outstanding organisational, administrative and prioritisation skills	1, 2	✓	
High level of communication skills; oral, written and IT	1, 2, 4	✓	
A passion for supporting students with SEND and valuing them as a key population within the College	1, 2	✓	
Ability to deliver difficult messages	1, 2	✓	
Able to work with outside agencies and parents/carers to support students	1, 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

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ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality & Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focused improvement activities and plans;
- Being results-focused and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People & Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;

- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. YPLA/ SFA / HEFCE);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;

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- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

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