



JOB DESCRIPTION

POST:	Assistant Learning Difficulties and Disabilities Manager
WORKING HOURS:	Full-time
GRADE:	Support Scale 7
SALARY:	Points 29-31
DATE:	December 2021
PURPOSE OF THE POST:	To support students with specific learning and/or social needs to achieve to the best of their ability and implement statutory expectation of SEND provision across college
RESPONSIBLE TO:	LDD Manager / Head of Curriculum ALS

Main duties and responsibilities:

1. Assist the LDD Manager to provide a holistic, person centred approach to meeting individual needs of learners in receipt of an EHCP.
2. Act as a first point of contact for students with additional needs.
3. Attend transfer reviews within schools for those students in receipt of an EHCP and support transition to post-16, starting in Year 9, compliant with the SEND Code of Practice.
4. Facilitate transitional familiarity visits to the college.
5. Support the co-ordination of services (both internal and external) to meet the needs of a wide range of students, including those with complex needs.
6. Inform teaching (and other) staff in a timely manner about the specific needs of individuals.
7. Participate in the delivery of cross college SEND training for staff.
8. Attend meetings with external agencies (such as CAMHS, Social Services, local authority representatives) as required, to ensure the well-being of students.
9. Interview students in receipt of an EHCP.

10. Participate in and contribute to the ALS project team.
11. Liaise with Heads of Curriculum, Line Manager, support and teaching staff, parents and others, where appropriate, concerning the assessment of student support needs.
12. Attend other internal and external meetings as required.
13. Work closely and liaise with Skills Development to support students with additional learning needs
14. Mentor students with learning difficulties and disabilities, where appropriate.
15. Liaise with LSA Co-ordinator regarding use of the Inspiration room by identifying the need for LMP or EMP which LSA coordinator/ Lead LSA actions.
16. Notify health & safety partner when there is the need for a PEEP/Risk assessment
17. Facilitate and attend meetings with Educational Psychologists, students and their parents when a request for assessment has been made.
18. Support the SEND Administrator to ensure completion of administrative tasks within a timely manner and to meet statutory timeframe.
19. Chair annual reviews.
20. Support the facilitation of a separate provision for students with an identified learning need on Freshers day and during the enrolment process.
21. Complete risk assessments, as required.
22. Delegated responsibilities, as required, from the Head of Curriculum ALS.

The post holder will;

- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Single Equality Scheme.
- Aim to provide a safe and secure environment for all our students in compliance with our Child Protection policy.
- Ensure compliance with the Disability Statement, including the need to notify Human Resources of any changes in circumstances.
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous personal and professional development.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College
- Ensure compliance with the College Computer & Telecommunication Systems regulations, policies and procedures.

- Notify HR of any changes in personal details, e.g. a change of name or address, car registration number, telephone number, next of kin/emergency contact details, etc.

This job description is current at the date shown but in consultation with the post holder it is liable to variation to reflect or anticipate changes related to the job.

PERSON SPECIFICATION

JOB TITLE: Assistant Learning Difficulties and Disabilities Manager

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS/ ATTAINMENTS	Degree or equivalent level qualification/ experience. Teaching and/or supporting teaching qualifications.	SENCo and other learning difficulty and disabilities qualifications First Aid Certificate
EXPERIENCE REQUIRED	Previous work with young people with SEND and their families. Previous work in secondary/post 16/ Local authority SEN team.	Experience of working with external agencies, such as schools, CAMHS, and other external professional agencies.
SPECIAL KNOWLEDGE OR TRAINING	Able to demonstrate a clear understanding to students with special education needs. Knowledge of the SEND Code of Practice 2014 and the statutory duties placed on an educational setting to meet the needs of individual learners. Experience working with Local Authority/SEN Teams Understanding of person centred review process.	Counselling skills Computer skills to include knowledge of Excel Knowledge of strategies for working with students with Mental Health challenges. Knowledge of relevant policies and legislation ELSA DDSL
ABILITIES, SKILLS & PERSONAL QUALITIES	Punctual and reliable Ability to communicate and establish rapport with young people and colleagues Patience and humour Empathy	Able to manage students with emotional, behavioural and learning needs.

	Flexibility and adaptability Independent and well-organised Ability to work under timeframe pressures	
RELATIONSHIPS	Ability to build and maintain stable, productive and appropriate relationships with students, staff, parents and external agencies. Empathy with people with learning difficulties and disabilities.	
MOTIVATION	A desire to work with and support the teaching and learning of young people with SEND to meet their aspirational goals.	
SPECIAL CIRCUMSTANCES	Willingness to be flexible as to working hours according to the needs of students, the length, timing and variety of courses.	