

<b>Job Description</b>	<b>Additional Learning Support Manager</b>
<b>Reports to:</b>	<b>Director of Human Resources and Core Services</b>
<b>Hours:</b>	<b>37.5</b>
<b>Pay:</b>	<b>£27-31k dependent upon experience</b>

Landmarks is an independent specialist college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to everyone's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire, and South Yorkshire, with our main site located in Eckington, S21 4EF. These sites enable the college to provide a range of personal and vocational training opportunities.

Our staff are required to work on a range of different sites. Transport between sites is normally provided through naturally occurring operational opportunities however, staff are required to make their own arrangements to/from the different sites and, at the beginning and end of the day, at their own expense.

All our staff must undertake an enhanced DBS check and provide two references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

Our Additional Learning Support Manager is employed to lead and manage our large Learning Support Assistant team and ensure that the support given to learners is of the highest standard.

Your responsibilities will include, but are not restricted to:

- To ensure the provision of high-quality learning support across all sites and support activities
- To manage and lead the teams connected with provision of Learning Support
- To oversee the day-to-day absence planning procedures to ensure learners receive support during periods of staff absence
- To ensure all Learning Support staff receive high quality on-boarding, training, and development opportunities
- To support the college leadership team to deploy the learning support resources to best effect
- To ensure all legal, internal, and statutory requirements are met in the context of learning support deployment, including providing essential data to college leaders and external bodies as appropriate
- To contribute to the analysis of the College's self-assessment process
- To provide monthly financial reports and staff forecasting information to senior leaders
- To contribute to staff planning activities, so that recruitment matches learner support needs
- To monitor effectiveness of all learning support provision through a variety of methods
- To work collaboratively with Curriculum Managers and provide training and support to ensure learners receive high quality support
- To deliver one session per week as part of the ESFA delivery team and create planning and resources as directed
- To lead the positive performance management of staff in the department, including annual Appraisals and Probationary Reviews
- To support integrated therapy training and development opportunities and support so that learners receive expert support
- To attend all key promotion events and parent evenings
- To contribute to the Looked After Children process and provide key information

- To allocate, monitor and control financial resources
- To create and maintain administrative systems
- To ready the college for inspection at all times
- Collaborate with the Human Resources department to identify and provide for ongoing training needs, providing a positive learning environment for all staff
- To organise and manage the induction for new Learning Support staff
- Establish and maintain effective working relationships
- Line manage Supervisors and support staff as required
- Support the Director of Quality to undertake observations of support staff and subsequent developmental activities
- Responsible for the management and administration of medication for all learners
- Carry out the duties and requirements of the post in compliance with Landmarks Equal Opportunities, Health & Safety, Child and Vulnerable Adult Protection and other policies and procedures.

All applicants must undertake an enhanced DBS check and provide two satisfactory references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact the Human Resources department on 01246 433788.

An induction will be arranged soon after your employment begins.

**Person Specification**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>- GCSEs (or equivalent) including English and Maths.</li> <li>- Recent relevant training.</li> <li>- Full UK Driving license.</li> </ul>	<ul style="list-style-type: none"> <li>- A Levels or equivalent in a relevant discipline.</li> <li>- SEND relevant training.</li> <li>- D1 Driving license.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Working in a similar environment.</li> <li>- Staff management.</li> <li>- Leading large teams.</li> <li>- Delivering staff training and development activities.</li> </ul>	
Technical Skills	<ul style="list-style-type: none"> <li>- Effective communication skills both written and verbal.</li> <li>- Has the ability to assess, plan, implement and mentor staff to improve performance.</li> <li>- Can demonstrate an understanding, caring and a positive attitude to working with people with SEND.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>- Shares ideas with others to make improvements.</li> <li>- Keen to learn and improve own performance.</li> <li>- Will go the extra mile to help staff succeed.</li> <li>- Has a 'can-do' attitude to work.</li> <li>- Demonstrates flexibility and ability to work independently and as part of a wider team.</li> <li>- Demonstrate use of initiative.</li> <li>- Able to adapt with change and work demand.</li> <li>- To clearly identify risk and act accordingly.</li> </ul>	