



New College Durham

JOB DESCRIPTION

Job Title:	Additional Learning Support (ALS) Project Support Manager
Grade:	Management Spine 00-02
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Additional Learning Support
Accountable to:	Director of Finance and Corporate Services

Job Purpose

The post holder will support the development of the Additional Learning Support services (ALS) across New College Durham

- Maximise the funding opportunities for the College 19+ Additional Learning Support budget
- Support the development of resources and workflow processes in Learning Support
- Contribute to the quality assurance of the Service
- Ensure readiness for external audit
- Support and advise on the development of policies in relation to Learning Support which meet both best practice and optimise the ability of the College to maximise any income opportunities

Key Result Areas

1. Secure agreed funding targets for the College which meets the support needs of both FE and HE students
2. Ensure highly effective pre and on-course support that will lead to a demonstrable impact on student success and progression.
3. Working directly with the ALS teams develop clear and credible monitoring of both qualitative and quantitative data outputs which clearly demonstrate the impact of support
4. Take overall responsibility for the quality of ALS data and ALS claims. Review procedures and protocols as and when required.

5. Maintain extensive knowledge of changing funding regulations and particularly those related to ALS funding
6. Work with relevant department to ensure forecasting and monitoring of Additional Learning Support income and staffing resource
7. Work on designated tasks to build capacity and focus on continuous improvement of ALS services
8. Support the commissioning arrangements for High Needs funded students
9. Manage and deploy the systems which support the infrastructure of Learning Support
10. Support the ALS Team and management to develop and maintain a culture of innovation and continual improvement
11. Any other duties commensurate with the grade and status 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 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.

PERSON SPECIFICATION

Job Title: ALS Project Support 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	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent**	1	✓	
Current knowledge of Learning Support Funding Rules	1, 2	✓	
Experience of establishing and managing the procedures and processes for Additional Learning Support across a complex organisation	1,2	✓	
Experience of budget planning Additional Learning Support delivery	1,2	✓	
Experience of negotiating learning support funding agreements with Local Authorities and other external stakeholders	1,2	✓	
Experience of leading culture change within a Learning Support structure	1		✓
Graduate qualification or professional equivalent	1	✓	
Commitment to continuing professional development (which can be evidenced and monitored)	1, 2	✓	
An understanding of the current standards of Functional Skills and ongoing developments	1	✓	
Demonstrable commitment to ensuring the safeguarding of children and vulnerable adults	1	✓	
Skills		Essential	Desirable
Demonstrate the ability to lead teams and support individual and team development	1	✓	
Demonstrate the ability to communicate effectively both face to face and in writing	1, 2	✓	

Recent and relevant record of successful teaching and assessment of accredited qualifications which demonstrates sustained success of student attainment	1	✓	
Demonstrate the ability to work collaboratively within the working environment	1, 3	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	1, 3	✓	
Demonstrate the ability to work in a timely and effective manner	1, 3	✓	
Suitable to work with young people and vulnerable adults	1, 3	✓	

*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.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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