

Director of SEND and Additional Learning Support.

Team: Student Support Leadership

Reports to: Associate Principal: Students/Customers

Location: Group Wide (main campus base TBC)

Job Purpose

- To deliver outstanding additional support to all students.
- To deliver high achievement rates across all qualification with no or minimal gaps within protected groups.
- To deliver high levels of student satisfaction for additional learning support.
- To develop and oversee the Group's SEND strategy.
- To ensure a cohesive and embedded approach to inclusivity at all CCG colleges.
- To ensure the Group meets the requirements of the SEND code of practice and statutory obligations.

Key Responsibilities

- To advise and guide the Group's management team on providing outstanding support to all learners with additional support needs.
- Lead on the design, implementation and timely delivering of an implementation plan to ensure outstanding learning support provision across the Group.
- To evaluate the SEND and additional support processes across the group and propose and alignment plan. Once in place, continue to monitor, develop and evaluate these provisions.
- To be responsible for the leadership and management of the Additional Support teams across the Group, ensuring they are managed effectively and efficiently to meet the groups strategic objectives.
- Advise appropriate managers and staff on changes to local, regional and national support developments in a timely manner.
- To deliver training, support, advice and guidance to all college staff in-line with areas of responsibilities.
- Review and improve student information and quality systems and process to support staff across the Group in delivering their roles, ensuring provision of appropriate and effective training.
- To continue to maintain and further develop external partnerships for all areas of support services to the benefit of the Group provision.
- To contribute to the Student Services leadership team and support strategic development of all support services.
- To support the Group's positive behaviour management approach, ensuring appropriate for all ALS learners and chairing referrals as appropriate.
- Ensure all data returns are accurate and completed in a timely manner and appropriate funding claims submitted.

- To ensure the Group meets its statutory obligations in relation to meeting special education needs.
- To have strategic oversight for HE additional learning support and develop the provision to meet the needs of HE students and provision.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
Experience		
Working within management roles in support services in FE	Essential	Application Form/ Interview/ Assessment
Developing strategy and approach for SEND learners	Essential	
Working with students with learning difficulties and disabilities, mental health and challenging behaviours	Essential	
Knowledge		
Working knowledge of Additional Support systems and procedures	Essential	Application Form/ Interview/ Assessment
Equality Act 2010	Essential	
Understanding of the Children and Families Act 2014	Essential	
Understanding of funding guidelines including High Needs	Essential	
SEND code of practice	Essential	
Quality and continous improvement methodology	Essential	
Detailed understanding of SEND reform	Essential	
Qualifications		
Educated to Degree level, or equivalent experience in SEND	Essential	Application Form/ Certificates
Level 2 or above in literacy and numeracy	Essential	
SENCO	Desirable	
Management or coaching qualification	Desirable	
Skills and Abilities		
Ability to prepare reports and statistical data	Essential	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all levels, written and verbal	Essential	
Ability to liaise with agencies to establish individual support packages for the customers	Essential	
Marketing and promotional skills	Essential	
Attributes		
Flexibility in approach	Essential	Interview
Ability to prioritise and meet deadlines within a busy environment	Essential	
Innovative and creative approach to work	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 57

Salary range: £72,374 - £79,092 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 30 days per annum, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.