

City and Islington College Job Description and Person Specification

Post:	CIC Head of Inclusive Learning
Contract:	Permanent
Hours:	35
Reporting to:	Assistant Principal, Finsbury Park, CIC Student Services and ALS
Responsible for:	Inclusive Learning Managers
Grade:	5
Salary:	£56,841 per annum

Key Purpose

- The leadership, co-ordination and management of Cross College Inclusive Learning support and ALS.
- Take overall responsibility for implementing reforms and the strategic lead.

Main Duties and Responsibilities

- Line management of Inclusive Learning Managers across the College and associated administrative support.
- To enhance the quality of the learner experience
- To provide strategic and operational leadership and management for the cross college Inclusive Learning and ALS provision
- To manage the cross college ALS budget and to ensure that financial claims and records of ALS funding meet the requirements of funding bodies and are efficient and timely, while maximizing the support offered to students.
- To lead and direct the quality improvement and enhancement processes within Inclusive Learning and ALS, and drive the process of self-assessment and quality improvement procedures, and ensure that action points are addressed in a timely and effectively manner to derive benefits for our learners and staff.

Leadership and Management

- To ensure efficient utilisation of resources to strict budgets
- To manage and develop the service
- To ensure that the team achieve the College's strategic objectives
- To develop and extend relationships with key stakeholders including local authorities and support services.
- To oversee timetabling, staffing and accommodation of ALS ensuring that it is efficient and effective
- To take a leadership role in the production and maintenance of the annual programme for inclusive learning and ALS, in line with the College's annual planning and review systems.
- To coordinate regular review of support packages in collaboration with college teams, support colleagues, parents/carers and interagency services as appropriate.

Curriculum Delivery and Quality

- To manage and continuously develop a quality framework for the effective delivery of Inclusive Learning support to maintain outstanding provision with significant responsibility for establishing robust systems and compliance.
- To ensure that CPD has a direct impact on teaching, learning assessment and meeting of support needs.

Students

- Effective and consistent support for students on accredited courses helps narrow the achievement gap for students with disabilities
- Effective and close liaison with curriculum teams helps ensure student journey is successful and enjoyable
- Ensure excellent person-centred admissions and pre-entry processes leading to development of truly bespoke programmes and tailored support packages

External Liaison

- To ensure that effective links are maintained with awarding organisations and systems are in place to assure compliance with JCQ requirements regarding exam access arrangements.
- To represent the College at ALS and funding networks, schools and transition events.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder will need to travel across CIC and from time to time to external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Degree or equivalent	X	
	Teaching qualification		X
	Specialist SEN qualification		X
Knowledge / Experience	Significant experience leading and managing inclusive learning and ALS in the FE setting	X	
	Managing complex budgets	X	
	Experience of EHCPs and working with local authorities in relation to High Needs students	X	
	An understanding of how to lead and manage a high quality ALS system	X	
	An understanding of assessment and exam access arrangements and processes for students requiring ALS support	X	
	An in-depth understanding of the funding methodology for ALS students across FE provision including High Needs learners and EHCOPs so that support provided meets the requirements of funding, audit and inspection bodies.	X	
Skills / Abilities	Ability to work in and to lead teams	X	
	Ability to motivate and inspire individuals and teams	X	
	Ability to analyse and use effectively, complex data for improvement	X	
	Excellent oral and written communication skills and the ability to communicate and work effectively with staff across college	X	
	Use initiative to achieve outcomes	X	
	Take a flexible approach	X	
	Ability to implement change	X	

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.