



**Longley Park**  
SIXTH FORM

# Job Description and Person Specification

## Additional Learning Support (ALS) Coordinator



**BRIGANTIA**  
LEARNING TRUST

Creating excellence together

## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form,

Thank you for considering joining our Longley Park Sixth Form team within Brigantia Learning Trust. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,100 students study a wide range of courses. Our students go on to some excellent destinations. In 2024, Ofsted rated the Sixth Form as ‘good’ stating “Longley Park Sixth Form Academy are aspirational for their students, many of whom come from disadvantaged backgrounds and have low prior attainment, to achieve well at the academy. Staff skilfully equip students with the academic and life skills needed to be successful.”

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.

I hope you are interested in joining us on our journey.



Jamie Davies  
Executive Principal

For more information or a confidential conversation about the role, please contact Matt Field on [MFieldsend@brigantiatrust.net](mailto:MFieldsend@brigantiatrust.net).

## Vision and Strategic Objectives

### Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

### Our Strategic Objectives

1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop their character and skills with Longley Park Sixth Form.



## Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



**Mike Westerdale**  
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.

## JOB DESCRIPTION AND PERSON SPECIFICATION

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>POST TITLE</b>	Additional Learning Support Coordinator
<b>GRADE</b>	35 hours per week, Monday to Friday, term time (39 weeks) Grade 4 (points 7 – 12 - £25,584 - £27,710 to be pro rata based on 35 hours/39 weeks working)
<b>RESPONSIBLE TO</b>	ALS Manager
<b>BASE</b>	Longley Park Sixth Form, Sheffield
<b>RESPONSIBLE FOR</b>	To play a key role in the continued development of High Needs support and general learning support provision, working closely with the ALS Manager and staff across the academy.
<b>EMPLOYMENT DUTIES</b>	<p>To support the learning of students with a range of learning difficulties and disabilities, including those with Education Health and Care plans, in a range of contexts</p> <p>To work with teaching and pastoral staff to support student engagement, achievement and retention.</p>
<b>PURPOSE OF THE JOB</b>	The role will include supporting students to overcome barriers to learning; this will involve providing individual support on a one-to-one basis to students with additional needs, the delivery of support in the classroom, and liaison with parents/ carers and teachers to secure the best outcomes for the student.

**Role duties:**

- To assume the role of key worker for a designated group of students
- To provide advice and guidance about specific teaching strategies for teachers, relating to individual students within the classroom and wider Academy environment.
- To work closely with schools, parents/carers, key agencies and students to ensure effective and successful engagement of students with additional needs.
- To enable students with learning difficulties and disabilities to access learning, social, enrichment and destination opportunities within the Academy environment.
- To deliver support as required with, but not limited to, literacy, numeracy, basic skills, preparation for adulthood and dyslexia support.
- To take responsibility for ensuring the assistive technology and/or equipment needs for allocated students are explored and implemented.
- To give 1:1 or small group targeted support.
- To support students on an individual or small group basis in the classroom, enabling them to access the curriculum and make progress in their learning.
- To assist in student access arrangements for exams and provide this support during exam periods
- To supervise students in small groups and during social times
- To create learning support resources for students, including scaffolded materials
- To use IT to maintain detailed, accurate and timely records of all work including information required to secure funding and information on student attendance and progress.
- To work as part of the additional learning support team to ensure that general duties such as management of resources, preparation of materials, displays and housekeeping are delivered effectively.

- To monitor and promote student attendance at support sessions and liaise with teaching staff, tutors and parents/carers as appropriate.
- To provide personal and practical care, including moving and handling for students with a wide range of disabilities, when required.
- To assist in transition into the academy and for future placements.
- To assist students with integration into the Academy community.
- To work across the whole academy site as required
- To continue to undertake professional staff development
- To follow academy policy and procedures in all work with particular awareness of Health and Safety and Equality and Diversity Policies
- To perform other duties which correspond to the general character and responsibility level of the post as required.

## PERSON SPECIFICATION

<p><b>Method of Assessment</b></p> <p>The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.</p>	<p><b>Essential</b></p>	<p><b>Desirable</b></p>
<p><b>Qualifications</b></p>		
<p>General qualifications to at least Level 3 (A level)</p>	<p>x</p>	
<p>The equivalent of at least level 2 qualification in English and Maths in order to support numeracy and literacy</p>	<p>x</p>	
<p>Any appropriate learning support qualifications</p>		<p>x</p>
<p><b>Knowledge</b></p>		
<p>Understanding of SEND support in practice in an educational settings</p>	<p>X</p>	
<p>Understanding of post-16 education an advantage</p>		<p>x</p>
<p><b>Experience</b></p>		
<p>Experience of working with young people in a supportive or teaching role</p>	<p>X</p>	
<p>Experience of helping others to develop skills, ideally in numeracy or literacy</p>		<p>x</p>
<p>Experience of providing basic skills support / dyslexia support</p>		<p>X</p>
<p>Experience of supporting young people with ASD</p>		<p>X</p>
<p>Experience of working as a member of a team</p>	<p>X</p>	
<p><b>Personal Attributes</b></p>		
<p>Committed to excellence, equal opportunities, continuous improvement, customer focus, team working and self / staff development</p>	<p>X</p>	
<p>Flexible and approachable, enthusiastic and self motivated</p>	<p>X</p>	

