



Longley Park
SIXTH FORM

Job Description and Person Specification

Additional Learning Support and Access Arrangements Assistant



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.

Vision and Strategic Objectives

Our Vision

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

Our Strategic Objectives

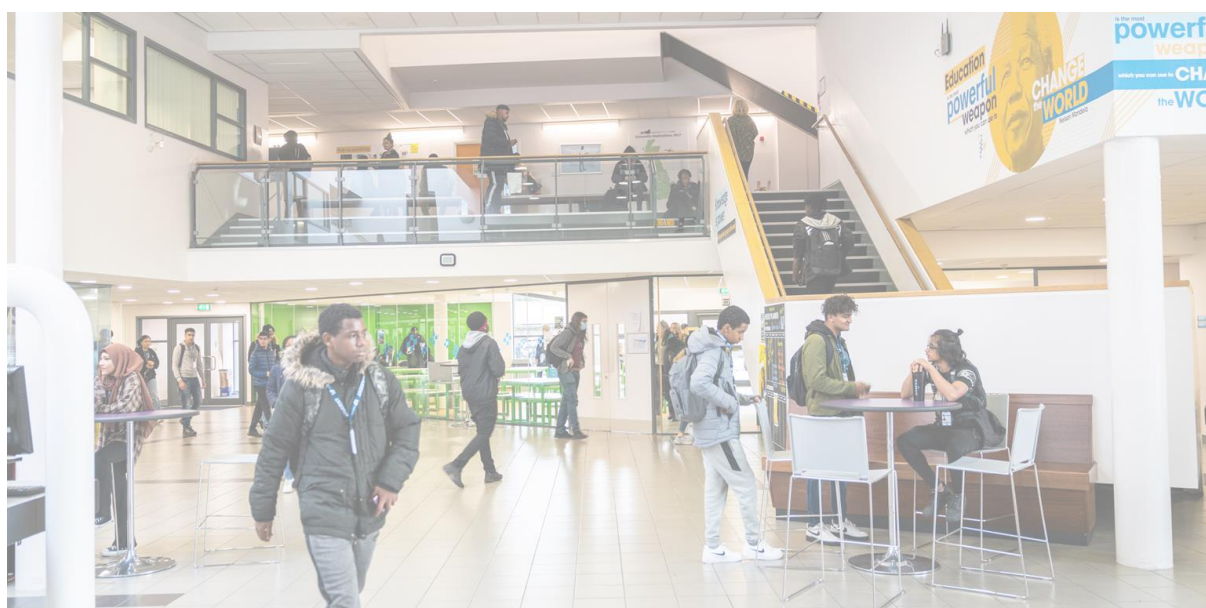
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by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



Longley Park Sixth Form

A member of 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

POST TITLE	Additional Learning Support and Access Arrangements Assistant
GRADE	Grade 4 – Term time, 15 hours per week (points 7 – 12, £25,584 - £27,710 - pro rata based on 15 hours per week, term time)
RESPONSIBLE TO	ALS Manager
BASE	Longley Park Sixth Form, Sheffield
RESPONSIBLE FOR	<ul style="list-style-type: none"> • Carry out relevant specialist exam access arrangement assessment admin for learners to ensure that we are compliant with the JCQ Regulations. • General administrative support for those students with SEND and High Needs (EHCP). • Work with internal and external stakeholders to ensure early identification of learners' individual support needs in line with the SEND Code of Practice. • Work collaboratively with curriculum teams and wider support departments to ensure the ALS recommendations are deployed and learners are supported • Responding to student/parent/carer queries
PURPOSE OF THE JOB	<p>The post holder will work within the Additional Learning Support Team, Assessors and the Exams department to ensure specific arrangements are in place for students' exams and assessments.</p> <p>The post holder will work collaboratively with learners, their families, schools, colleagues and external agencies to identify and design a support plan for learners with learning difficulties and/or disabilities to</p>

	support with pre-entry and on-programme support to aid achievement of planned outcomes and progression.
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MAIN DUTIES AND RESPONSIBILITIES

- Following assessment, identify the level of support required through learner assessments and recommend access arrangements to help learners overcome barriers and be successful on their study programme of choice. (In line with career goals, Education Health and Care Plans (EHCP) outcomes and the Preparing for Adulthood Agenda).
- Prepare and circulate support guidance documentation and liaise with wider support and curriculum colleagues to ensure appropriate support is provided timely, including exam access arrangements.
- Work in conjunction with the Exams Teams to ensure appropriate and timely evidence is provided for exam access arrangements.
- Undergo specific JCQ training as and when appropriate to ensure compliance from an exam access arrangements perspective.
- Use college management information systems to input data relating to learner support and access arrangements.
- Upload all necessary ALS documentation to academy systems i.e., ALS support plans/assessments, strategies, Form 8's and Centre Notes.
- To liaise with the educational psychologist and/or other external stakeholders where appropriate to inform individual ALS plans and EHCP needs assessment requests.
- To work closely with student support team members, including ALS Manager to develop and review the support for learners with learning difficulties and/or disabilities.
- Attend meetings as required, accurately record minutes, capture key decisions and action items, and distribute to relevant stakeholders in a timely manner.
- Organise transition of student files and paperwork from schools to colleges, ensuring all relevant academic records, transcripts, and personal documentation are accurately transferred, prepared, and securely stored to facilitate a smooth enrolment process.
- Maintain accurate and up-to-date records, ensuring all paperwork, academic files, and related documentation are properly filed, tracked, and easily accessible for future reference or audits.
- Support with the administration and running of exam series, including seating plans, organising accesses arrangements and invigilation.
- Perform such other duties as reasonable for the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Method of Assessment The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed. Shortlisted candidates will be recruited via interview and appropriate assessment activity.	Essential	Desirable
Qualifications		
English and maths qualifications to at least a GCSE pass level	X	
NVQ Level 2 Administration or equivalent desirable Educated to Level 2		X
Knowledge		
Understanding of post-16 education an advantage		X
Experience		
Previous administrative experience	X	
Technical Skills/Abilities		
IT literacy – MS Office, especially MS Word, Excel and PowerPoint. MS Outlook	X	
Good organisational skills	X	
Good telephone manner	X	
Ability to work effectively as part of a team and on own initiative	X	
Time Management – the ability to plan and prioritise work to ensure key targets are met	X	
Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	X	
Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts	X	
Personal Attributes		
Committed to excellence, continuous improvement, customer focus, team working and self-development	X	
Flexible and approachable	X	
Enthusiastic and self-motivated	X	