

# Job Description and Person Specification

## Senior Additional Learning Support (ALS) Coordinator





## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust and applying for the role of Senior Additional Learning Support (ALS) Coordinator. 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 Academy. 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 Academy 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 from ESOL to Level 3 Applied Generals and A Levels. 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.



Jamie Davies  
Executive Principal

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

**Longley Park Sixth Form**

## Vision and Strategic Objectives

### Our Vision

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

### Our Strategic Objectives

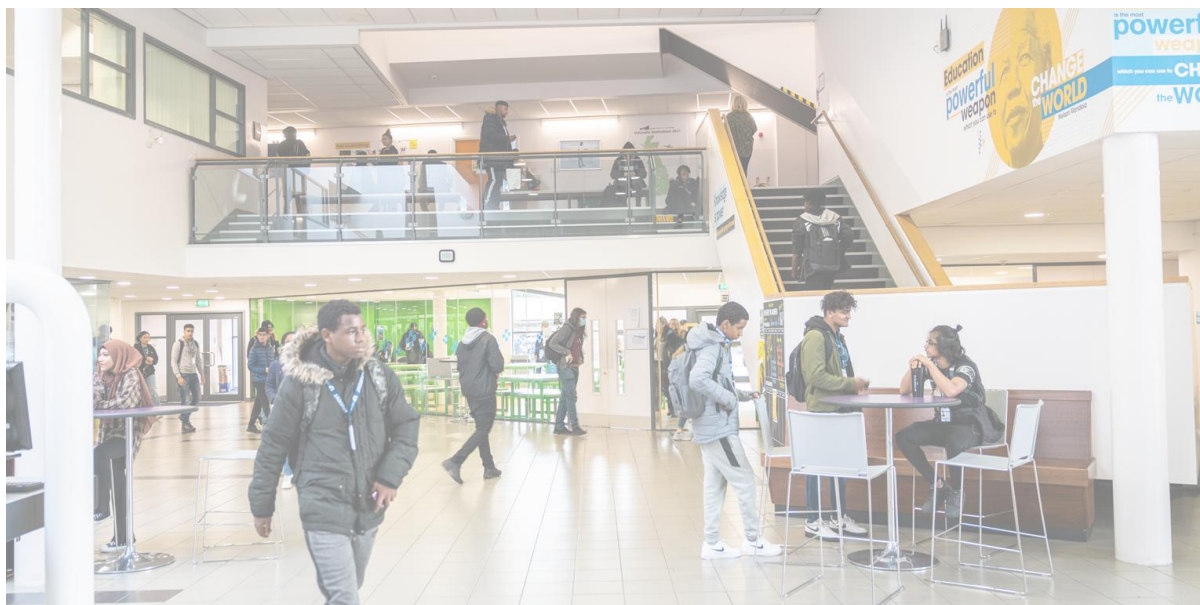
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by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

| Employment details   |   |
|----------------------|---|
| <b>Job title</b>     | Senior ALS Coordinator  |
| <b>Reports to</b>    | ALS Manager   |
| <b>Hours of work</b> | 37 hour per week, term time   |
| <b>Salary</b>        | Grade 5 (£29,093 - £31,586) will be pro rata based on term time working |

#### General duties

- To support the additional learning support manager in coordination of the day-to-day requirements, such as timetabling, management of resources and supervision of staff within the additional learning support team
- Quality assure personalized plans and preparation for adulthood plans to ensure quality and consistency
- Supporting and/ or leading activities to develop outstanding Quality First Teaching for students with additional needs.
- Deputise for the Additional Learning Support Manager when appropriate
- To work with staff to design support for student with EHCP's and Additional Learning Needs to enable them to access learning in the classroom
- To provide advice and guidance about specific teaching strategies for Teachers, relating to individual students within the classroom and wider Sixth Form 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 and social opportunities within the Sixth Form environment.

- To write personalized plans with SMART targets for each key worked student. To review these plans on a half termly basis, including the student in this process.
- To deliver personalised interventions and literacy, numeracy, basic skills and dyslexia support to both individuals and small groups.
- To support and students on an individual or small group basis in the classroom. To provide support that enables them to access the curriculum and make progress in their learning.
- Where directed by the ALS Manager, assist in student access arrangements for exams and provide this support during exam periods
- To supervise student study in small groups and during social times
- To create learning support resources for students, including differentiated materials
- To provide a key working role to students with Education Health and Care plans or those with SEND. To ensure that students are working towards achieving their individual outcomes and preparing for their next steps.
- To maintain appropriate records of all work including information required to secure funding and information on student attendance and progress.
- To use the MIS system provision map to record all information and data effectively and efficiently
- To work as part of the Additional Learning Support Team to ensure that general duties such as management of resources, preparation of materials and housekeeping are delivered effectively.
- To monitor and promote student attendance at support sessions and liaise with teaching staff, progress tutors and parents/carers as appropriate
- A willingness to participate in marketing and liaison events such as open days and evenings
- To provide personal and practical care, including moving and handling for students with a wide range of disabilities, when required.

- To continue to undertake staff development
- To perform other duties which correspond to the general character and responsibility level of the post as required.

### **Administrative and organisational duties**

- Keep accurate and up-to-date records of sessions and student progress.
- Liaise with teaching staff, pastoral leads, and external support services to ensure a coordinated approach to student wellbeing.
- Support in the development and delivery of programmes targeting behaviour, emotional wellbeing, and social development.
- Assist in maintaining a safe and inclusive sixth form environment for all students
- Participate in team meetings, training, and professional development opportunities.

### **Safeguarding and working with students**

- Adhere to all sixth form policies, including the [Child Protection and Safeguarding Policy](#) and [Behaviour Policy](#).
- Recognise and report any safeguarding concerns to the [DSL](#).
- Promote equality, diversity, and inclusion within the sixth form community.
- Maintain confidentiality and professionalism when dealing with sensitive student information.
- Support the sixth form's policies on anti-bullying, mental health, and wellbeing.
- Encourage students to express their concerns and seek support where needed.

- Promote positive relationships between students, staff, and the wider sixth form community.

#### **Fostering and positive sixth form culture**

- Encourage a Sixth Form environment that promotes respect, inclusivity, and positive interactions.
- Support students in understanding and embracing Sixth Form values, helping to create a sense of belonging.
- Contribute to initiatives that enhance student wellbeing
- Help to create a safe and supportive atmosphere where students feel valued and heard.
- Work collaboratively with Sixth Form staff to reinforce a culture of high expectations, motivation, and success.



| Qualifications and training   |  |
|---|--|
| Essential   | Desirable  |
| <ul style="list-style-type: none"> <li>• <b>GCSE</b> (or <b>GCSE</b>-equivalent) in <b>English</b> and <b>maths</b> at grade <b>C/4</b> or above.</li> <li>• Safeguarding and child protection training (or willingness to complete training upon induction).</li> </ul>  | <ul style="list-style-type: none"> <li>• Mental health first aid training.</li> <li>• Knowledge of post 16</li> <li>• Behaviour management training.</li> </ul>  |
| Skills and experience   |  |
| Essential   | Desirable  |
| <ul style="list-style-type: none"> <li>• Experience working with young people in an educational, youth work, or pastoral support setting.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to build positive relationships with students, staff, and parents.</li> <li>• Understanding of the barriers to learning some students may face.</li> <li>• Ability to motivate and inspire young people.</li> <li>• Good problem-solving and conflict-resolution skills.</li> <li>• Ability to work both independently and as part of a team.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of mental health and wellbeing strategies for young people.</li> <li>• Understanding of safeguarding policies and procedures in education.</li> <li>• Experience working with external agencies to support young people.</li> <li>• Experience of supporting people with ASD</li> </ul> |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Experience of working with students with additional needs, such as SEND or social, emotional, and mental health (SEMH) needs.</li> </ul>   |  |
| <b>Personal traits</b>  |  |
| <b>The successful candidate will be</b>   |  |
| <ul style="list-style-type: none"> <li>• Empathetic, patient, and understanding.</li> <li>• Positive and able to demonstrate a resilient attitude.</li> <li>• Enthusiastic about supporting young people's development.</li> <li>• Reliable and professional.</li> <li>• Committed to promoting inclusion and diversity.</li> <li>• Willing to undertake further training and CPD.</li> </ul> |  |
| <b>Additional requirements</b>  |  |
| <b>The successful candidate will have</b>   |  |
| <ul style="list-style-type: none"> <li>• <b>Two</b> suitable references.</li> <li>• An enhanced DBS check.</li> </ul>   |  |