

Job Description and Person Specification

Additional Learning Support (ALS) and Access Arrangements Manager



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 ALS and Access Arrangements Manager. 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.

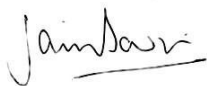
I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

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 1,050 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.

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

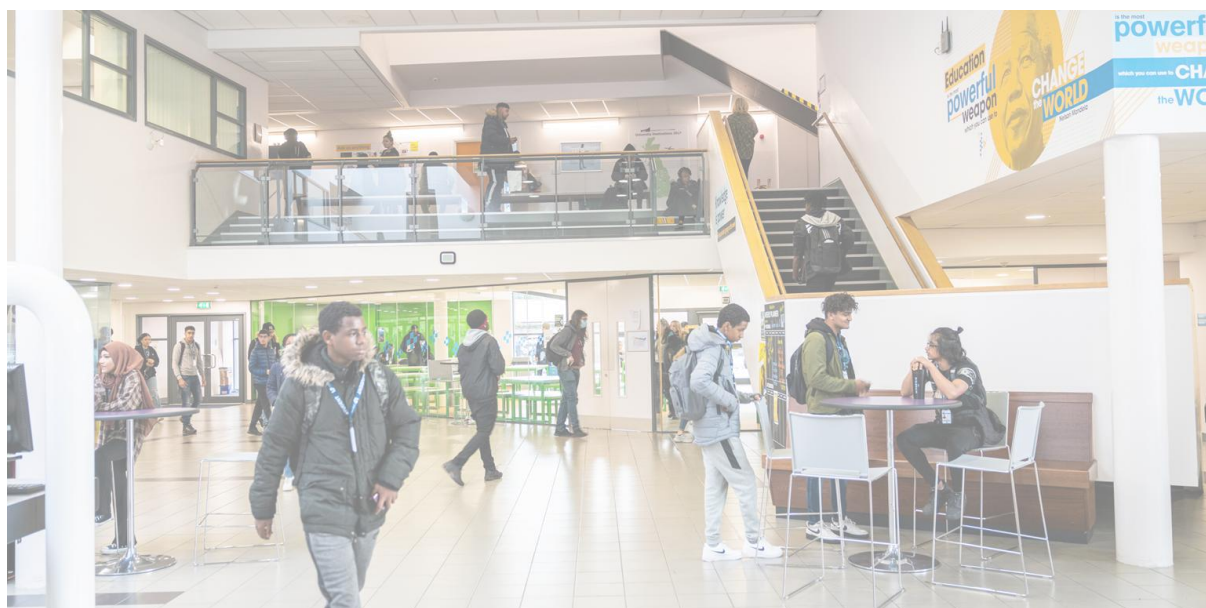
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by 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	
Job title	ALS and Access Arrangements Manager
Reports to	Assistant Principal
Hours of work	37 hours, term time + 2 weeks additional weeks
Salary	Grade 7 (£39,481 - £43,149) will be pro rata based on term time working

PURPOSE OF THE JOB

To manage and support a specialist team of Additional Learning Support (ALS) staff to help students achieve positive outcomes in progression, retention and success.

To manage the day-to-day operation of Additional Learning Support services, ensuring effective and efficient support for students and good use of available resources.

To work collaboratively with curriculum and support teams across the Sixth Form to ensure students, staff and stakeholders receive high-quality support services.

To contribute to the implementation of quality improvement priorities relating to Additional Learning Support in consultation with the Assistant Principal and other senior leaders.

MAIN DUTIES AND RESPONSIBILITIES

- Manage and support ALS staff, including the Senior ALS Practitioner and Learning Support Coordinators to ensure the effective deployment of ALS resources.
- Be responsible for the Performance Management and appraisal of additional learning support staff
- Lead ALS team meetings to communicate priorities, share information and support effective service delivery.
- Work with ELT, curriculum and support teams to promote awareness of ALS provision and student needs, providing advice, guidance and training where required.
- Contribute to the completion and review of ALS self-assessment and quality improvement activities.
- Coordinate and review individual student support plans, including in-class support, one-to-one support, drop-in sessions and directed learning activities.

- Contribute to quality assurance activities to evaluate the effectiveness of ALS provision.
- Promote equality, diversity, inclusion, safeguarding, health and safety across all aspects of ALS provision.
- Coordinate the annual review process for Education, Health and Care Plans (EHCPs), ensuring reviews, documentation and follow-up actions are completed in a timely manner.
- Work collaboratively with students, parents/carers, local authorities, schools and external agencies to support effective communication, information sharing and the delivery of appropriate support.
- Coordinate transition arrangements for students joining the Academy, working with feeder schools and other stakeholders to identify needs and support successful progression into learning.
- Support students with progression beyond the Academy by working with curriculum, careers and external partners to facilitate effective transition into higher education, employment, apprenticeships or other positive destinations.

Access Arrangements Assessor Responsibilities:

- Lead the access arrangements process, ensuring compliance with appropriate board and JCQ frameworks, requiring a knowledge and understanding of the JCQ Access Arrangements and Reasonable Adjustment Regulations and to cooperate with the JCQ inspection Service (or other regulatory bodies).
- Carry out access arrangements assessments and coordinate the identification, assessment and review of students who may require access arrangements, in line with JCQ regulations and awarding body requirements.
- Maintain accurate records of assessments, recommendations and approved arrangements, providing advice and guidance to staff and students to support consistent implementation and compliance with current JCQ guidance.
- Carry out other duties appropriate to the role as directed by the Principal or a member of the Leadership Team.

Administrative and organisational duties

- Keep accurate and up-to-date records of 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

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
• Educated to A Level / Level 3 • SENCO qualification or Assessor Qualifications or willingness to undertake • Evidence of continuous professional development	• Educated to degree level • Professional qualification (e.g. PGCE, QTS, Degree)
Skills and experience	
Essential	Desirable
• Evidence of managing SEND/ALS services or elements of a service successfully • Proven experience of providing direction and clear vision to those you work with to ensure service excellence • Evidence of the ability to provide effective and visual leadership to a team of professionals • A proven track record of delivering functional improvements, including experience of instigating change and measuring success • Experience of planning and managing work to meet individual, team and Sixth Form objectives, whilst achieving quality and value for money. • A thorough up-to-date knowledge of relevant legislation, statutory guidance and local authority SEND procedures • Ability to lead and contribute to SEND at a strategic level, champion new initiatives in support of strategic goals, encourage others to change	• Experience of seeking feedback from wider colleagues about services provided that has been used to undertake/make recommend continuous improvements to the service. • Ability to join up thinking in order to bring together a range of different initiatives to plan and deliver service practice. • A good understanding of the relevant legal, political, operational, commercial and social aspects of a similar complex environment.

and negotiate and implement change successfully • Ability to provide practitioners within the SEND/ALS team with a clear sense of vision and direction. • Ability to make decisions based on complex information obtained from a range of sources • Strong communication skills, demonstrating ability to employ verbal and non-verbal communication techniques. • Flexible and resilient approach to plan, organise and prioritise a demanding workload in order to maintain the delivery of multiple and competing short and long term objectives. • Ability to participate in partnerships and build relationships with the Sixth Form Extended Leadership Team • Ability to cooperate and work well with others in pursuit of Sixth Form goals, sharing information and supporting others. • Ability to demonstrate risk management skills in relation to children and young people • Proven ability to inform practice in schools and other educational settings	
Personal traits	
The successful candidate will be	
• Empathetic, patient, and understanding. • Positive and able to demonstrate a resilient attitude. • Enthusiastic about supporting young people's development. • Reliable and professional. • Committed to promoting inclusion and diversity.	

- Willing to undertake further training and CPD.
- Ability to work effectively as part of a team and on own initiative

Additional requirements

The successful candidate will have

- **Two** suitable references.
- An enhanced DBS check.