



# CHRIST THE KING SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

We are keen to appoint an enthusiastic Deputy ALS Manager with a genuine passion in supporting students to achieve their full potential. Join us at CTK where you'll be central to our mission to help London's most ambitious students achieve success.

## Deputy Additional Learning Support (ALS) Manager (Full Time/Part Year)

**Start Date: April 2023**

**Actual Salary Range: £27,884 to £32,073 (inclusive of London Weighting)**

**Depending on experience**

Christ the King Sixth Forms is a group of three highly successful Catholic sixth forms located in south east London and Kent. Our students are talented, motivated and academically able young people, with highly ambitious university and career aspirations.

We are seeking to appoint an outstanding Deputy ALS Manager to join our highly successful team. You will work closely with the Assistant Principal (ALS & Wellbeing) to ensure all students with additional learning needs reach their full potential.

This is a highly rewarding position, working with a small team of dedicated, highly motivated staff, who together ensure students with High Needs and ALS flourish at the Sixth Form. We are looking for a Deputy Manager who is experienced in working with students with ALS needs, the successful candidate should hold a recognised SEND qualification or be willing to work towards one.

This is a full time post (36 hours per week), worked over 40 weeks per year.

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

For further information please contact the HR Department. Applications to be made by writing a letter of interest to [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk)

**Closing Date: Monday 27<sup>th</sup> March 2023 (10am)**

**Interviews: Wednesday 29<sup>th</sup> March 2023**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



**INVESTORS IN PEOPLE™**



## Job Description and Person Specification

<b>Job Title:</b>	Deputy Additional Learning Support (ALS) Manager
<b>Responsible to:</b>	Assistant Principal (Character and Wellbeing)
<b>Core Job Purpose:</b>	Working closely with Assistant Principal responsible for ALS to deliver an outstanding Additional Learning Support (ALS) service. This includes cross-site management of ALS provision for all ALS and High Need (HN) learners, ensuring all student additional learning needs are met in line with statutory regulations. To liaise with all relevant external stakeholders and work closely with those supporting the students' needs.

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### Job Description

The main activities and responsibilities are to:

- 1.1 Manage, develop and line manage a dedicated ALS Team to ensure students reach their full potential.
- 1.2 Schedule the delivery of learning support to students with learning difficulties and/or disabilities across the Sixth Form.
- 1.3 Manage the HN student Consultation process, in partnership with the Assistant Principal responsible for ALS.
- 1.4 Oversee the monitoring and recording of all HN student progress, including attendance, Performance Monitoring follow up actions, student well-being, student destinations and ALS support provided.
- 1.5 Maximise the use of ALS funding when allocating resources whilst maintaining the quality of service to learners with additional needs.
- 1.6 Work in consultation with the Assistant Principal responsible for ALS and the Finance Manager to oversee the finance and funding element for HN students, ensuring that the funding received for HN students is accurate and received in a timely fashion.
- 1.7 Organise and oversee CPD (Continuous Professional Development) for Learning Support Assistants (LSA)'s/Team Leaders to ensure practices are outstanding and kept up to date.
- 1.8 Working with curriculum staff to ensure all HN students receive education in line with their EHCP requirements.

- 1.9 Liaise with external agencies to support the provision of HN students, including Local Authorities.
- 1.10 To manage the Access Arrangement process.
- 1.11 Ensure the ALS rooms meet the needs of students and are well managed.
- 1.12 Ensure there are strong relationships and communication with parents/carers.
- 1.13 Organise meetings in relation to High Need Learners.
- 1.14 Engage in other duties to promote ALS and HN student achievement in line with the Sixth Forms strategic plan.
- 1.15 Undertake other tasks as required by the Deputy Principal or Executive Principal after due consultation.

## **2. Person Specification**

The post holder will be expected to have the following skills and attributes:

- 2.1 Understanding and support for the Catholic ethos of the Sixth Forms.
- 2.2 Educated to degree level, have or be willing to work towards a recognised ALS qualification.
- 2.3 Experience in supporting students with ALS needs in a school or post 16 environment
- 2.4 Awareness of EHC Plans and their use within post-16 education
- 2.5 A clear understanding of current statutory regulations in relation to the provision of HN education as set out in Education Health and Care Plans and other related policies.
- 2.6 Have experience and proven ability in successfully leading a team.
- 2.7 The ability to liaise effectively with a variety of stake holders and external agencies.
- 2.8 Be highly organised and be able to work systematically and with accuracy to a achieve a particular purpose including the ability to prioritise and meet deadlines.
- 2.9 High level verbal and written skills and the ability to make presentations to staff and students.
- 2.10 Use computer functions and packages such as PowerPoint, Excel and Office 365 apps expertly as required.
- 2.11 Taking part in professional development activities including appraisal.
- 2.12 A commitment to Equality, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.