

## JOB ADVERT

# ASSISTANT DIRECTOR OF LEARNER SUPPORT

**We are seeking an ambitious, experienced and proactive individual to join our team as Assistant Director of Learner Support.**

Reporting to the Director of Learner Support, this is a key role within the College, offering the opportunity to support and further develop a high-quality, inclusive learner support provision that enables students with additional needs to access an ambitious curriculum, achieve their potential and progress successfully to their next steps.

## WHAT YOU'LL DO

- Support the development of high-quality SEND provision, ensuring learners with additional needs can access, participate in and achieve within an ambitious academic environment.
- Work closely with the Head of Learner Support to ensure provision is compliant with the SEND Code of Practice and reflects best practice in inclusive education.
- Maintain the SEND register for the College, gathering and recording key information during the student recruitment process and reviewing the information is up to date throughout a student's time at College.
- Coordinate and monitor support for learners with Education, Health and Care Plans (EHCPs) and those requiring Additional Learning Support (ALS), ensuring provision is responsive, effective and outcome-focused.
- Act as the key lead within the Fitness to Study process, supporting learners whose health and wellbeing may impact their ability to engage effectively in education.
- Support the effective deployment of Learning Support Assistants to maximise their impact on learner progress and independence.
- Manage SEND administration including maintaining and updating student documentation such as pupil passports and IEP's, reviewing these as necessary to support student progress.
- Promote a culture of high expectations, independence and positive attitudes to learning for all learners.
- Liaise with the Local Authority, 0-19 team and Neurodiversity Hub, acting as a point of contact and collating information for the assessment and identification of SEND.
- Maintain accurate, confidential and high-quality records of interventions and outcomes in line with College systems and data protection requirements.
- Ensure all actions align with the College's duty of care, safeguarding responsibilities and equality legislation.

**Reports to:** Director of Learner Support

**Hours:** Full time, term-time only

**Salary:** SCP 20-22 FTE £37,734 to £39,957  
(pro-rata to term-time only – £32,263 to  
£34,163)

**Apply by:** Midnight, Sunday 28<sup>th</sup> June 2026

**Interviews:** Tuesday 30<sup>th</sup> June 2026

**Start date:** 19<sup>th</sup> August 2026



## ABOUT YOU:

- Has substantial experience of working with learners with SEND ideally in a post-16 or secondary setting, with a strong commitment to inclusive practice.
- Demonstrates a secure understanding of the SEND Code of Practice, Equality Act and best practice in supporting learners with additional needs.
- Is committed to ensuring learners with SEND can participate fully in College life and achieve positive outcomes, including progression to their next steps.
- Can use data effectively to monitor learner progress, attendance and outcomes, and to inform timely and impactful interventions.
- Demonstrates strong organisational skills, with the ability to manage competing priorities while maintaining high-quality provision and accurate record-keeping.
- Has excellent communication and interpersonal skills, with the ability to build effective relationships with learners, staff, parents/carers and external agencies.
- Demonstrates sound professional judgement when managing sensitive or complex situations, including those relating to safeguarding and learner wellbeing.
- Has a high level of literacy and suitable qualifications relevant to the role.
- Is committed to a learner-centred, inclusive and proportionate approach, promoting independence and long-term success.
- Is willing to adapt to changes in legislation and educational frameworks in relation to SEND as new developments emerge

## WHY JOIN US?

- **Pension Contributions** - Support Staff are auto-enrolled into the Local Government Pension Scheme.
- **Free Car Parking** - convenience and peace of mind when travelling to work, without the stress of paying for parking.
- **Family Friendly** - fantastic policies to support our staff with parenting and caring responsibilities.
- **Learning & Development** - fantastic opportunities for education specific professional development.
- **Social Events** - opportunity to take part in lots of College social events such as the Christmas Party and end of term celebrations.
- **College Clothing** - optional College branded clothing is available, taking away the pressure of deciding what to wear each day.
- **Book Club** - join the College book club and you will be given a free copy of the selected book.
- **Trips** - opportunity to support College trips to places such as New York, Spain and London.
- **Cycle to Work Scheme** - spread the cost of a bike.
- **Gym** - free on site gym for staff to use.
- **Do Your Possible** - staff days out in summer to meet new people and try new activities.

## HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/assistant-director-of-learner-support>

Please send your application form to:

 [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk)

# GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

# REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.