

Ada

The National College for Digital Skills

ada

National
College for
Digital
Skills



Additional Learning Support (ALS) Manager Candidate Pack

THINK. CREATE. DEVELOP. WITH ADA

Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399

MESSAGE FROM THE HIRING MANAGER

ada

National
College for
Digital
Skills

At Ada, the National College for Digital Skills, we are excited to be building on our Sixth form provision in London. Alongside this we are launching a new 16-19 provision in Manchester in September 2026! This expansion marks a significant step in Ada's mission to make the tech sector more representative and address the growing need for skilled digital professionals across both cities.

We are seeking a reliable, highly motivated individual to deliver high-quality support across the college's campuses. Working collaboratively, you'll help create a positive and inclusive environment where everyone feels valued. As a skilled ALS Manager you will support and drive key operational and strategic functions, helping shape the future of inclusion and support across the college and within Teaching and Learning to 16-19 year olds and Apprenticeships.

The ideal candidate will be inspired by Ada's mission to empower the next generation of diverse digital talent and will play a key role in building a high achieving 16-19 provision at Ada.

We welcome applications from ALS professionals, SENCOs and ALS Managers with experience of leading support for learners with SEND in a 6th Form or Further Education setting that are looking for the next step in their careers.

Janet Davidson- Assistant Principal of Learner Services



WHERE TECH CAREERS BEGIN

ABOUT ADA

ada

National
College for
Digital
Skills

At **Ada, the National College for Digital Skills**, our mission is to empower the next generation of diverse digital talent. By combining high-quality education with deep industry partnerships, we are expanding the talent pipeline, diversifying the tech sector, and transforming lives.

As a specialist Further Education college, all our 16–19 students study Computing, while our Higher Level and Degree Apprentices work in high-demand disciplines within innovative, blue-chip companies.

Bridging the Skills Gap

The UK's digital skills gap costs the economy an estimated **£63 billion** annually in lost GDP. Ada addresses this by equipping young people with the specific skills the industry requires. Since being announced by the Prime Minister in 2014 as England's first new FE College since 1993, we have consistently excelled, earning "**Good with Outstanding features**" in our first two Ofsted inspections.

Our Reach and Impact

We operate from state-of-the-art campuses in **Victoria, London**, and **Ancoats, Manchester**, fostering a supportive, values-driven environment for students and staff alike. Our current learner demographics reflect our commitment to inclusion: **33%** Female **62%** Ethnic minority backgrounds **27%** Low-income households **48%** From low-income areas

Our London Sixth Form currently enrolls 216 students, delivering nation-leading results: The qualification achievement rate (QAR) is 84% with those from disadvantaged backgrounds (measured as eligible for FSM) at 88%. The BTEC pass rate achieved is 100%, with 65% of learners attaining the highest grades (Distinction* or Distinction). The programs successfully lead to 91% positive destinations for learners.

Expanding our curriculum

In response to our successful roll out of T Levels from September 2024 we are expecting to expand the offer of the program in **Digital Software Development** with upto 75 learners across both our campuses with London hosting upto 50 learners. this includes a 315-hour industry placement and a comprehensive skills program designed to launch successful careers in tech. We are also looking ahead to launching new **V Levels** in 2027 in response to the DfE launch of distinct programmes of study.

WHERE TECH CAREERS BEGIN



ROLE INFORMATION

Job Title: Additional Learning Support Manager

Subjects/Department: Learner Services

Annual Salary: £38,000 - £42,000 per annum (actual Salary for 39 weeks, Term time only)

Reports to: Assistant Principal Learner Services / Lead DSL

Location: Victoria Campus, London, occasional travel to Manchester

Start Date: 1st September 2026

Working Pattern: Monday to Friday, 8:45 to 4:45pm term-time only (Working days/weeks will be agreed upon successful offer)

Holidays: Largely in line with local authority term dates including an extra week in October half term

Disclosure: The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check.

Additional Benefits

- Aviva Pension Scheme
- Wellbeing support with access to free financial coaching and advice, paid mental health days and free counselling services
- A wide range of discounts including UNIDAYS and Everyone Active Gym membership
- Comprehensive CPD package to support your personal and professional development

HOW TO APPLY

Please complete the application process and include a cover letter addressing how you meet the person specification. Email this to jobs@ada.ac.uk

THINK. CREATE. DEVELOP. WITH ADA

Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399

PURPOSE OF THE ROLE

Key Responsibilities & Duties

Quality of SEND Education

- Lead on the continuous improvement of SEN/ALS provision, embedding an inclusive culture across the college and within Teaching and Learning.
- Coordinate with external agencies, parents/carers, manage consultations, EHCP, annual review paperwork, and represent the college in professional meetings.
- Oversee exam access arrangements in collaboration with the Exams Officer.
- Lead the creation of learner passports to implement reasonable adjustments for students with High Needs/ALN.
- Train staff on SEND support, lead relevant CPD, and secure/deploy High Needs Funding in a timely manner with Finance department.
- Support apprentices in London and Manchester through assessment, guidance, and workplace adaptations.

Safeguarding, Behaviour & Attendance

- Collaborate with external agencies to ensure student welfare.
- Monitor, review, and manage the behaviour, attendance, and punctuality of SEND learners, implementing appropriate rewards and sanctions.
- Support teaching staff in developing effective behavior management strategies.

Personal Development (Sixth Form)

- Assist the Assistant Principal of Learner Services in developing the PSHE curriculum and ensuring inclusive enrichment, assemblies, and independent learning opportunities.
- Guide students in applying for bursaries and ensure effective progression into the digital sector or higher education.

Leadership & Management

- Inspire, motivate, and line manage Learning Support Assistants, fostering a culture of clear expectations.
- Communicate student progress to parents/carers via consultation evenings and formal reporting.

Collaboration with Assistant Principal

- Model Ada's values (Curiosity, Rigour, Creativity, Collaboration, Resilience) and improve student experience ratings.
- Support staff recruitment, student interviews for additional needs, and operational college activities.
- Contribute to key events (open days, Lift Off days) and build relationships with industry, education partners, and the community.

PERSON SPECIFICATION

Additional Learning Support Manager - Personal Specification

Essential Qualifications and Experience

- Experience of working in a senior ALS position within a school/college or similar environment
- Degree level qualification in a relevant subject
- Pastoral and SEND experience with KS4, post 16 or adult learners and an understanding of what excellent pastoral and SEND support looks like
- Experience working as a SENCO, ALS Coordinator, ALS Senior or in supporting a leadership role

Desirable Qualifications and Experience

- Experience of leadership in a pastoral or SEND educational context
- Experience of working with third party agencies
- Experience of leading or coordinating the support of students with special educational needs and disabilities, for instance as a SENCO or an ALS Coordinator or ALS Senior
- Experience of leading teams within an educational context and evidence of a positive and sustained impact
- Experience of coaching and developing teachers and/or pastoral staff to help them improve their practise.
- Knowledge of industry, ideally the tech sector, and ideas of how to invigorate the curriculum to support learners with additional needs by harnessing industry's challenges and ways of working

Leadership and Management – the ability to demonstrate:

- Genuine passion and belief in the potential of every learner
- An educational vision aligned with the college's high aspirations
- Clear strategies for establishing consistently high standards of results and behaviour in complex inner-city schools and a commitment to relentlessly instilling these
- Versatility to adapt your style in circumstances where an alternative approach is needed
- Effective line management of a range of people – coaching and motivating them to achieve excellent results in their roles
- A desire to innovate and try new approaches, being reflective and learning from mistakes
- An ability to give feedback in a constructive and, where needed, challenging way
- An ambassadorial approach in all dealings with the community and subsequently to be positive in successfully marketing the college in the community
- Strong interpersonal, written and oral communication skills
- Strong organisational skills which includes the ability to delegate, prioritise and use effective time management
- Resilience and motivation to stay positive and focus on key priorities during times of challenge
- Confidence and effective presentation skills during assemblies, parents and carers events and other public speaking opportunities
- A willingness to work flexibly and where necessary outside of normal working hours

THINK. CREATE. DEVELOP. WITH ADA

Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399

SAFEGUARDING

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be **can** found at www.gov.uk

EQUAL OPPORTUNITIES

Ada, the National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

APPLICANTS WITH DISABILITIES

Ada, the National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If there is anything in this regard that you would like to discuss in relation to your application please contact HR@ada.ac.uk.

SPONSORSHIP

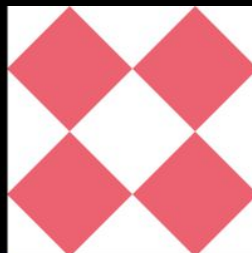
Sadly, we are unable to offer sponsorship for this role, so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom. Thank you for your interest in Ada, the National College for Digital Skills.

THINK. CREATE. DEVELOP. WITH ADA

Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity
no: 1158399



ada



National
College for
Digital
Skills

THINK. CREATE. DEVELOP. WITH ADA

Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399