Wyke
6TH FORM COLLEGE

INFORMATION FOR APPLICANTS













ACC ASSOCIATION OF COLLEGES BEST PERFORMING SPORTS TEAMS EAST RIDING OF YORKSHIRE & NORTH LINCOLNSHIRE

PEARSON NATIONAL TEACHING AWARDS WINNER

Ofsted Outstanding Provider

TOP 10% COLLEGE/SIXTH FORM IN THE UK Alps

T-LEVELS CENTRE OF EXCELLENCE

INTRODUCTION



Dear Applicant,
On behalf of Wyke Sixth Form College, thank you for your interest in the position of Deputy Head of Additional Learning Support

We are delighted that you are considering Wyke as the next step in your career and hope that, if your experience and aspirations align with our requirements, you will choose to apply.

More information about our College can be found in this information booklet.

Wyke is a fantastic place to work located on a welcoming and attractive campus in West Hull, close to the city centre and adjacent to Kelvin Hall School, the College provides an outstanding environment in which to work and learn. We are proud of our warm, inclusive and supportive culture, where positive relationships between staff and students are at the heart of everything we do. We value our colleagues, recognise their contributions and actively encourage professional development, collaboration and innovation. Our staff are supported by a skilled and experienced Leadership Team, together with a highly committed Governing Board, who work in partnership to deliver the College's mission, vision and strategic priorities.

Our commitment to excellence, wellbeing and inclusion is reflected in our achievements. In October 2023, Ofsted judged the College to be Outstanding in all six key areas, identifying no areas for improvement. More recently, in August 2026, our students achieved the strongest results and destinations in the College's history, with the progress they make placing Wyke amongst the top 10% of sixth form providers nationally. These accomplishments are a testament to the talent, dedication and ambition of both our students and staff.

This is an exciting time to join Wyke. Student numbers are higher than ever before, and we continue to invest significantly in our campus, facilities and people to ensure that both staff and students can thrive. We are ambitious for the future and remain committed to providing an exceptional educational experience within a caring and high-performing community.

Please note the closing date for received applications is 8.30a.m. on Thursday 26th November 2026. Interviews are planned for Friday 4th December 2026.

To access the application portal please visit **www.wyke.ac.uk/about-wyke/staff vacancies.**

If you have any queries about applying for the role, please contact **personnel@wyke.ac.uk** or call **01482 346347.**

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service.

Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

Thank you again for your interest in Wyke Sixth Form College. We look forward to receiving your application and wish you every success.



Julie Peaks
Principal

WORKING AT WYKE SIXTH FORM COLLEGE

Wyke Sixth Form College is a highly successful and ambitious college with a clear vision: to be the best sixth form college in the country. With an outstanding reputation across the region, we are proud to be one of the largest and most successful providers of A Level education in the area, serving students from Hull, the East Riding of Yorkshire and beyond.

At Wyke, students are at the heart of everything we do. Our culture is built on collaboration, mutual respect and a shared commitment to ensuring every student achieves their potential. By joining us, you will work alongside talented and dedicated colleagues who consistently support students in achieving outstanding outcomes and progressing to leading universities, apprenticeships and careers.

We currently educate around 2,600 students and employ approximately 230 staff. Our curriculum offers a broad range of A Level subjects alongside highly successful vocational programmes equivalent to one, two or three A Levels. Students choose to study at Wyke because of our academic excellence, supportive environment and extensive enrichment opportunities.

Teaching staff benefit from a well-structured timetable, with each course allocated four 70-minute lessons per week. Full-time teachers typically teach across five timetable blocks. The college day runs from 9.00am to 4.00pm, with faculty or whole-staff briefings from 8.45am three times a week to ensure colleagues remain informed, connected and engaged in college life.

We believe that outstanding staff are the key to outstanding student success. Professional development is therefore a significant priority at Wyke.

WORKING AT WYKE SIXTH FORM COLLEGE

Our innovative development programme provides tailored opportunities through a range of pathways, including:

- Aspiring Leaders
- Wider Pastoral Development
- Administrative Development
- AI Champions
- Subject and Curriculum Excellence

Development activities are delivered through dedicated Development Days (3 per year), twilight workshops and flexible independent learning opportunities. Every member of staff is entitled to substantial professional development each year, enabling them to grow their expertise, enhance their career prospects and contribute to the continued success of the college.

Wyke offers a welcoming, supportive and inclusive working environment where colleagues are valued and encouraged to thrive. Staff enjoy a strong sense of community, approachable leadership and modern facilities. We are fortunate to work with highly motivated students who have chosen their subjects and are committed to their learning, resulting in excellent standards of behaviour and a positive atmosphere throughout the college.



THE ADDITIONAL LEARNING SUPPORT TEAM AT WYKE SIXTH FORM COLLEGE

The Additional Learning Support team primarily provides support to students with Education, Health and Care Plans, those with disabilities and students with learning difficulties. However, our support offer applies to all students and is therefore available to any student who needs or wants to access it! The team are based in the Student Support Hub in the Oak building, though our work may vary across the college site from supporting students in class to working in the Library and collaborative working space.

We encourage self-referrals from students, but students may also be referred by their subject teachers or the Tutor team. We offer 1:1 support sessions as well as small group support.

In recent years the department has supported students with a variety of disabilities, including; those with physical disabilities, health conditions, hearing impaired students, visually impaired students and those on the autistic spectrum, as well as many students with dyslexia and dyspraxia.

The department can offer; the loan of physical resources/assistive technology according to need; assistance with time management, essay-writing, exam preparation; note-takers for lessons, escorts and personal care for disabled students where required.

Our overall aim is to work imaginatively and creatively to meet the support needs of all students in order to facilitate their success and support them to reach their potential.

JOB DESCRIPTION

JOB TITLE	Deputy Head of Additional Learning Support
POSTHOLDERS NAME	
REPORTING TO	Head of Additional Learning Support
MEMBER OF	Support Staff
OVERALL PURPOSE	To support the Head of Additional Learning Support in the leadership, management and development of the College's Additional Learning Support and SEND provision, providing operational leadership across delegated areas and deputising for the Head of Additional Learning Support where appropriate. The postholder will ensure that the areas for which they are responsible are well organised, responsive to student need and contribute effectively to an inclusive College environment. They will work closely with curriculum, pastoral and support colleagues to identify barriers to learning and ensure appropriate support and reasonable adjustments are in place. The postholder will lead one specialist SEND provision, either Provision 1: EHCP and High Needs or Provision 2: Exam Access Arrangements and SEND, alongside one universal provision, either Provision 3: Universal Support or Provision 4: Study Spaces and Resources. The specific allocation of provisions will be confirmed according to the needs and structure of the service. The postholder will line manage one Lead Mentor and 50% of the remainder Additional Learning Support team, ensuring that staff are deployed effectively and students receive consistent, high-quality support.
POLICY AND PROCEDURE	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.

JOB DESCRIPTION

KEY DUTIES

The postholder will:

- Support the Head of Additional Learning Support in the strategic development of Additional Learning Support and SEND across the College.
- Deputise for the Head of Additional Learning Support where appropriate.
- Help ensure that the College provides an inclusive learning environment in which students with SEND and additional learning needs can participate fully in their study programme.
- Promote high expectations for students with SEND, with a clear focus on independence, progress, achievement and successful progression.
- Work with teaching, pastoral and support staff to identify and reduce barriers to learning.
- Contribute to the monitoring and evaluation of the quality and impact of SEND and learning support provision.
- Support the development of staff understanding of SEND, reasonable adjustments and inclusive practice.
- Contribute to departmental self-assessment, quality improvement planning and the development of Learning Support and SEND procedures.

LEADERSHIP OF DELEGATED PROVISION AREAS

The postholder will provide operational leadership for two delegated areas of provision: one specialist SEND provision and one universal provision. The specific areas will be confirmed according to the needs and structure of the service.

- Lead the effective coordination, delivery and ongoing development of the allocated provisions.
- Ensure systems, processes and responsibilities within the allocated provisions are clear, consistent and responsive to student need.
- Work with relevant College teams and external partners to ensure support and reasonable adjustments are identified, coordinated and implemented effectively.
- Maintain accurate, secure and appropriate records relating to the allocated provisions.
- Provide advice and guidance to staff, students, parents and carers, as appropriate, within the delegated areas of responsibility.
- Monitor the quality, effectiveness and impact of the allocated provisions and identify priorities for improvement.
- Support effective transition, review and progression arrangements for students accessing the allocated provisions.

JOB DESCRIPTION

LEADERSHIP OF DELEGATED PROVISION AREAS	• Promote student independence, participation, progress and successful outcomes across all areas of responsibility.
LEADERSHIP AND LINE MANAGEMENT	• Directly line manage one Lead Mentor and four members of the Additional Learning Support team. • Provide clear day-to-day leadership and direction for the team. • Set clear expectations around roles, responsibilities and standards of support. • Allocate staff according to student need and operational priorities. • Hold regular individual and team meetings. • Support staff development through supervision, coaching, training and performance development. • Monitor workload and ensure the effective deployment of staff. • Ensure consistency in recording interventions and student support. • Support staff in responding appropriately to more complex student needs. • Promote collaborative working between Additional Learning Support, curriculum teams, Progress Tutors and other student support services. • Identify development and training needs within the team. • Contribute to the recruitment, induction and development of Additional Learning Support staff.
STUDENT SUPPORT AND INCLUSIVE PRACTICE	• Maintain a strong student-centred approach to Learning Support and SEND. • Ensure support promotes independence rather than dependency. • Work directly with students where cases require additional coordination or specialist oversight. • Work collaboratively with students, parents, carers and external professionals as appropriate. • Support effective transition into College for students with identified additional needs. • Contribute to reviewing student support where needs change during their programme. • Ensure students' views are considered when support arrangements are developed or reviewed. • Promote consistency between support provided within lessons and that available through wider College learning spaces.

JOB DESCRIPTION

QUALITY ASSURANCE AND DEVELOPMENT	• Monitor the quality, consistency and impact of the allocated specialist SEND and universal provisions. • Use student information, feedback and other available evidence to identify areas for improvement. • Contribute to the Additional Learning Support and SEND Self-Assessment Report and Quality Improvement Plan. • Undertake regular reviews of systems, processes and provision within the areas of responsibility. • Ensure accurate records are maintained to demonstrate the support provided to students. • Contribute evidence for internal quality assurance, governance and external review or inspection. • Work with the Head of Additional Learning Support to identify emerging needs and develop the provision accordingly.
PARTNERSHIP WORKING	• Develop effective working relationships with curriculum leaders and teaching staff, Progress Tutors, safeguarding and wellbeing colleagues, examinations staff, admissions and transition staff, parents and carers, schools, local authorities and relevant external professionals. • Help ensure that information about students' needs is shared appropriately and translated into effective support in the classroom and wider College environment.
OTHER DUTIES	This job description is a guide to the major responsibilities of the postholder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time, following discussion, as the needs of the College change.
LOCATION	Wyke Sixth Form College
ISSUED TO POSTHOLDER	

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Experience of working with young people with SEND and/or additional learning needs.	Experience of working within a sixth-form college, further education or post-16 environment.
Good understanding of barriers to learning and strategies that promote inclusion.	Experience of Exam Access Arrangements.
Experience of coordinating or supervising the work of others	Experience of supporting students with LLDD/SEND in a mainstream education setting.
Ability to build effective relationships with students, staff, parents, carers and external professionals.	Experience of managing or developing library, resource or independent-learning provision.
Strong organisational skills and the ability to manage competing priorities.	Experience of quality assurance or evaluating the impact of student support.
Ability to maintain accurate records and work confidently with student information.	A relevant qualification relating to SEND, education, learning support or leadership.
Strong written and verbal communication skills.	
Knowledge of current SEND legislation and the SEND Code of Practice	
Commitment to developing students' independence and raising expectations for learners with SEND.	
Commitment to safeguarding, equality, diversity and inclusion.	













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