



# Bournemouth & Poole College

## Learning Manager of Foundation Studies (SEND and Progression)

**Candidate Information Pack**

June 2025

[www.fea.co.uk/job/bpc-lmfs/](http://www.fea.co.uk/job/bpc-lmfs/)

**FEA**  
FE ASSOCIATES

# Welcome

Dear colleague,

## Learning Manager of Foundation Studies (SEND and Progression)

Thank you for your interest in the Learning Manager role of Foundation Studies. Our diverse and dynamic department supports students from pre-entry to Level 2, including those with Special Educational Needs and Disabilities through discreet provision and a growing supported internship program. We also offer Progression courses designed to help young people who may have had a period out of mainstream education develop skills, confidence and readiness before moving into mainstream vocational studies. The aim of the progression courses is to reduce the likelihood of these young people becoming or remaining NEET (Not in Education, Employment or Training).

We are very excited about the future and we very much hope the information we have provided gives you a clear sense of this excellent opportunity to make a significant contribution to the success of our college and its students.

We are seeking an experienced and compassionate Learning Manager for Foundation Studies to lead and develop inclusive, high-quality provision that supports students with a wide range of additional needs to achieve their full potential.

As Learning Manager, you will oversee the effective planning, management and continuous improvement of our foundation learning programmes. This includes supported learning, pre-entry and entry level provision and level 1 and level 2 courses aimed at supporting students to progress into vocational programmes or employment. You will lead and support a skilled team of teaching and support staff, ensuring an inclusive, learner-centred approach across all areas of delivery.





You will play a key role in delivering the college's strategic aims for inclusive education, ensuring that our provision is ambitious, accessible and aligned with the needs of individual students, their families and external partners. You will champion person-centred planning, the use of EHCPs (Education, Health and Care Plans) and effective transition support into and beyond college.

You will have the rewarding responsibility of managing and enhancing student behaviour, helping students build positive characters. Your efforts will directly contribute to creating a safe, respectful and inspiring space where every student can thrive

Collaboration will be at the heart of your work. You will work closely with internal teams, external agencies, local authorities and employers to build strong support networks, enhance progression routes and ensure our students are well-prepared for adulthood by building essential skills required for lifelong learning, meaningful careers and life after college.

You will also contribute to quality assurance processes, drive continuous improvement and embed best practices in SEND pedagogy, inclusive curriculum design and differentiated assessment strategies.

We have appointed FE Associates to support us with this appointment. Interested parties are advised to contact our lead consultant Asma.Ahmad@fea.co.uk for an initial conversation.

If you are a dedicated leader with a strong track record in SEND and foundation learning, and you are passionate about inclusion, equity and high-quality outcomes for all students, we look forward to hearing from you.

Kind regards

**Phil Sayles**  
**Principal and Chief Executive**



# Our College

Bournemouth & Poole College is located in an absolutely stunning geographical area, with the most varied coastal environments: harbours, beaches, cliffscapes and, inland, the most beautiful rural areas of Dorset and the New Forest. The area also has brilliant cultural and leisure assets.

Our area also has good connectivity to London, as well as being on the edge of the South West. It has nearby routes to France, the Channel Islands, the Isle of Wight and has an international airport. You honestly could not want or have more.

We have two main campuses close to the centres of Bournemouth and Poole respectively, and a specialist carpentry and composites centre in Poole. You will work across all three. We serve a dynamic conurbation of three towns (Bournemouth, Christchurch and Poole in one local authority area: BCP) plus surrounding areas of Dorset and Hampshire, with some programmes serving national employers and recruiting from the nation.

The population of BCP is circa 400,000, the 11th largest local authority area in the UK. We are lucky to be in an area of high employment rates with significant industry and employment in sectors such as engineering, construction, digital, creative, defence, health, business, property, hospitality and visitor services. People with the right attitudes and skills are in high demand.

While it is a healthy economy, there is some conspicuous poverty and there are areas of deprivation to be served. Thus, our College priority is to train local people to fill the skilled, lucrative roles available.





## Our Strategy

We're a further education college, serving 16-18s, apprentices and adults studying up to degree level.

Our students include both high flyers and those who need more support to succeed.

We believe our society and economy need everyone.

And that everyone deserves the opportunity to thrive.

So...we enable all our students to be the best they can be.



## **Our Strategy**

We work in partnership and collaboration to magnify and extend our impact:

- We work in partnership with universities, schools, colleges and training providers to create great opportunities.
- We support our local community, through partnerships, the arts and charitable work, to open doors and make things better.
- We work with partner organisations such as NHS BCP Council, Universities, Dorset Chamber, LEP Colleges BIDS, Cultural Partners, Charities Schools.



# College Overview

Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment so that they develop the necessary technical and personal skills, knowledge and behaviours to achieve their next steps and realise their long-term career ambitions.

The College's Core Skills and Characters are:

- Curiosity
- Communication
- Collaboration
- Resilience
- Empathy
- Dedication to Learning
- Problem-Solving



# Department Overview

The Directorate of Foundation Studies is a directorate which comprises the following curriculum areas:

- Foundation Studies (Discreet High Needs and Progression Programmes)
- Cross college English
- Cross college mathematics

The Foundation Studies (SEND and Progression) curriculum area is a diverse and dynamic department serving a range of students from pre-entry to Level 2 including those with Special Educational Needs and Disabilities through discreet provision and a growing supported internship program. We also offer Progression courses designed to help young people who may have had a period out of mainstream education develop skills, confidence and readiness before moving into mainstream vocational studies. The aim of the Progression programme is to reduce the likelihood of these young people becoming or remaining NEET (Not in Education, Employment or Training).

Our vision for this directorate is to support students to be empowered to transition into college life and beyond by building essential skills for adulthood, lifelong learning and meaningful careers.





# Job Description

**Job title:** Learning Manager of Foundation Studies (SEND and Progression)

**Reports to:** Director of Learning Foundation Studies

**Salary:** £44,219 - £46,700 per annum

## Purpose of the Role

The Learning Manager of Foundation Studies will be responsible for leading and managing the delivery of high-quality SEND and progression provision.

The Learning Manager will support the Director of Foundation Studies in developing the provision and maximising opportunities for students to progress onto further study, into employment or volunteering/independent living. This will include opportunities across the directorates for students to undertake transition type activities.

The Learning Manager of Foundation Studies is supported by a Team Leader for Progression who will be responsible for supporting with every day student issues, as well as a Work Experience Coach.

The Learning Manager will work with other cross-college departments, particularly the Quality Team, to deliver high-quality teaching, emanating in student success, satisfaction and positive progression. They will also work closely with the College SENDCO.



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## Purpose of the Role cont'd

Learning Managers play a key role in embedding the benefits of employer and stakeholder partnerships into the College. They will build relationships with external organisations and individuals to support the delivery, relevance and development of their curriculum and create great student experiences.

Learning Managers will be responsive to local needs and opportunities, including those also identified by their Director, the Business Development Team or the Executive Team, in line with College strategy and external market information. This is all about ensuring that we meet local and regional training needs and support our local economy to grow.

## Key Accountabilities & Duties

- Serve as a subject specialist leading the delivery of high-quality foundation education, outstanding student experience and strong student success.
- Understand and develop the curriculum to build students' core skills, character and English and maths capabilities.
- Drive excellence in teaching, learning and assessment across all courses, embedding digital and blended learning strategies.
- Use external networks to promote best practices and innovation, ensuring alignment with national standards, awarding bodies and College objectives.
- Support cross-curriculum initiatives to maximise student progression.
- Line manage the Team Leader, WEX Coach and SEND/Progression teaching teams providing cover when needed.
- Lead team development.



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## Key Accountabilities & Duties cont'd

- Through PDRs, SMART objectives and fostering a positive, collaborative culture focused on continuous improvement.
- Work closely with curriculum, student experience and support teams to maximise engagement and retention, promoting inclusive learning and supporting vulnerable or at-risk learners.
- Champion positive student behaviour, taking action when needed and ensure clear communication via College systems.
- Analyse data to monitor attendance, retention and progress, implementing quality assurance processes such as learning walks and student feedback.
- Assist with budget management and contribute to curriculum and resource planning.
- Collaborate effectively in line with the College's Leadership Charter.
- This role is remitted from teaching duties.



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## Equal Opportunities

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to eliminating unlawful or unfair discrimination based on sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open, welcoming and safe environment for all its students, employees and visitors.

## Safeguarding

- The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- Successful external applicants will be required to undertake appropriate safeguarding checks as well as provide proof of their right to live and work in the UK.
- Successful candidates will be required to provide proof of their qualifications.

## Further Information

- This job Description and Person Specification are current as of May 2025. In consultation with the successful candidate, it is liable to variation to reflect changes in the job. Any queries relating to the Job Description and/or Person Specification should be discussed with the Line Manager.
- A copy of this Job Description and Person Specification is held with the College's People Team.



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# Person Specification

## Qualifications

### Essential

- Teaching qualification.
- Level 2 English qualification.
- Level 2 Mathematics qualification.

### Desirable

- Relevant vocational assessor and verifier awards or willingness to work towards.
- Leadership and management qualification.
- SENCO qualification or similar training.

## Experience

### Essential

- Curriculum leadership in a further education or other similar educational establishment, e.g., school.
- Minimum of 3 years' experience in teaching either specialist SEND programmes or progression programmes.
- Proven experience in curriculum development, strategic planning, quality improvement and assessment design.
- Experience in performance management of staff.
- Work across curriculum teams or disciplines.

### Desirable

- The ability to develop successful external partnerships with the ability to engage and work effectively with a range of stakeholders.



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# Experience cont'd

## Desirable

- Experience in teaching students with High Needs, SEND and use of inclusive teaching strategies.
- Experience in blended learning and EdTech integration.
- Experience in curriculum planning, including timetabling and utilisation of resources.
- Understanding of funding models and performance measures in FE education.
- Experience in managing budgets.

## Knowledge

### Essential

- Deep understanding of delivering high quality progression programmes and the approaches required to ensure student success.
- An understanding of delivering high quality SEND curriculum.
- Knowledge of curriculum design, assessment methods and progression pathways.
- The ability to interpret exam board specifications and assessment criteria.
- Understanding of different teaching methodologies to engage students with varying levels of abilities.
- An understanding of issues that may impact student engagement with education and their learning.
- A broad understanding of national education policy, which reflects opportunities and challenges within the current post-16, adult, higher apprenticeship landscape.
- Experienced in using Microsoft Office applications.





# Knowledge cont'd

## Desirable

- Worked with student databases, i.e., ProMonitor/ProSolution.
- Understanding of KCSIE and safeguarding children and vulnerable adults.
- Knowledge of SEND practices that support students.
- Experience in the use of RARPA.

## Skills

### Essential

- Strong leadership skills, with high ambitions for students, staff and self.
- Excellent communication skills, including written and verbal.
- Ability to build effective relationships with internal and external stakeholders.
- Ability to motivate and lead a team.
- Ability to support and mentor staff.
- Able to use management information systems.

### Desirable

- Able to use a range of educational software.
- Trained in positive behaviour management techniques.

## Other Requirements

### Essential

- Attendance at College events, i.e., open evenings, including outside of normal working hours.

### Desirable

- Must be able to travel between sites.



# Key Dates and the Recruitment Process

**Closing date: 9am on Thursday 17 July 2025**

**Interview date: To be confirmed**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.



## Initial Discussion and Recorded First-Stage Teams Interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Asma.Ahmad@fea.co.uk](mailto:Asma.Ahmad@fea.co.uk), to discuss the role before the closing date.

*Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application.*

## Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

