

Job Specification

Academy: Leeds East Academy
Job Title: **Inclusive Learning Support Manager**
Grade: C1.22 - .25 £20,661 - £22,658 Pro Rata £17,593 - £19,293 TTO plus 5 days
Accountable to: Inclusive Learning and Safeguarding Provision Leader

Role:

Purpose of job: To contribute to the key objective of the Academy Development Plan, 'Raising standards of achievement', by leading and managing the day to day running of the internal Personalised Learning Centre (PLC). The PLC is a new internal provision at Leeds East Academy designed to address and overcome a range of barriers to learning/engagement and/or attendance which subsequently can impact upon academic progress. The PLC will cater for a small number of students and provide dedicated support to help students confidently return to mainstream lessons following periods of absence.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

Classroom Teachers - Expectations of all Academy staff:

- Ensure good and better progress for all students through the planning and preparation of high quality lessons which engage, motivate and support learners and adhere to the Academy Teaching and Learning Standard
- Strive to deliver a consistently good standard of personalised bespoke teaching/intervention
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
- Assess, record and report on the development, progress and attainment of students within the Area Team and Academy data collection schedule
- In consultation with the Inclusive Learning and Safeguarding Provision leader, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with core subject Area Development Plans

- Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified by the Principal
- Implement all Academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook
- Observe Academy rules relating to the safeguarding of students, health and safety requirements, and equality policies
- Participate in full staff and area meetings, actively contributing to Academy decision making and consultation procedures
- Participate fully in the Academy Performance Management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the Academy's goal to be an outstanding place of learning
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds East Academy is a pleasant, positive place to learn and work

Role Specific Requirements:

- Support students in the completion work that they have missed from lessons through effective teaching and intervention strategies.
 - To develop relationships with students needing particular support in order that academic and behaviour progress targets are met
 - To monitor and record progress of students needing support including the development of Individual Behaviour Plans where appropriate
 - To assist the inclusion team in coordinating the re-integration of pupils back into mainstream lessons following prolonged periods of absence or internal/external exclusion
 - To complete a daily behaviour log and contribute to a half termly progress report.
 - To implement strategies to support pupils with social, emotional and behavioural difficulties, setting challenging and demanding expectations and promoting independence.
 - To establish productive working relationships with students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
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Other Duties

- ◆ To carry out morning, break, lunch and after school duties as required by the leadership team and supervision of EAL students during those times, where necessary.
 - ◆ Carry out any other duties as directed by the Principal.
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Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds East Academy is a pleasant, positive place to learn and work
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post
- Promote equality, diversity and inclusion and demonstrate this within the role.
- Be jointly responsible for promoting and safeguarding the welfare of students.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be

changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
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