

NORTH LINCOLNSHIRE COUNCIL JOB DESCRIPTION

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| <u>Job Title:</u> Learning Manager | <u>Service Unit</u> Education, Learning & Achievement |
| <u>Post Number:</u> | <u>Division:</u> Schools |
| <u>Grade</u> 6 | <u>Business Unit/Section</u> Baysgarth School |
| <u>Overall Purpose of Job:</u> To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment. | |

Main Responsibilities:

1. To monitor all students in the year group, in terms of academic, attendance and behaviour data
2. Working closely with the Inclusion Manager, HOH, Intervention Manager and the Deputy Headteacher on intervention strategies, targeting students for intervention, i.e. coursework completion and other issues which may present a barrier to learning
3. To analyse attendance data weekly and intervene with students whose attendance is not good
4. To analyse students effort, conduct and homework grades in order to target support and interventions to improve students' progress
5. Supervise school arrival, break and lunchtime for the year group
6. To undertake examination and test invigilation (both internal and external), maintaining rules set out by the external examination boards and the exams officer
7. Implement positive behaviour plans and provide 1-1 and small group mentoring as required
8. Recording safeguarding incidents, including the production of reports on students for multi -agency meetings
9. Attending Children in Need and Team Around the Child meetings and providing relevant feedback on students
10. Undertaking referrals for students and/or their families as specific needs are identified
11. Supporting the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend school
12. Attending and actively contributing to the inclusion meeting to ensure that students of concern are identified early and appropriate intervention actioned
13. Supporting the Inclusion Gatekeeper by contacting parents to inform them of exclusions and covering the Isolation room on occasion
14. Analysing and interpreting learning cycle progress data
15. Conducting reintegration meetings
16. Support the on call team and responding to emergency calls on the internal radio system for support in lessons when a member of SLT is not available
17. Supporting school activities including, organising the prom in Year 11, residential trips, open/parents' evenings, helping students organise fund raising activities, with supervision of out of school fundraising events on a voluntary basis
18. Attending School Attendance Panel/Formal Attendance Panel meetings as required
19. Making Anti-Social Behaviour Contract referrals to the police and monitoring contracts
20. Completing the IBP and PSP process for students within your year group
21. Co-ordinate photographs for the year group

22. To comply with the school's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of the Common Assessment Framework where necessary;
23. To facilitate restorative justice meetings involving students and parents where appropriate
24. To provide support, guidance and advice for classroom teachers linked to promoting positive behaviour
25. To conduct behaviour for learning observations of students and share findings and strategies with teaching staff
26. Conduct student surgeries for staff, disseminating relevant information and positive strategies

KNOWLEDGE, SKILLS & EXPERIENCE

- Knowledge and experience of the school behaviour policies.
- Knowledge and understanding of working with pupils with barriers to learning (academic, behavioural or attendance)
- Knowledge of strategies which help and promote good behaviour and discipline.
- Knowledge of pupil development.
- Skilled in matters of conflict resolution between parents and school, children and other children and adults and other adults
- Experience of advocacy
- Experience of forming relationships with disengaged students and parents
- Experience of negotiation with stakeholders eg. Parents on matters of attendance and exclusion
- Good communication skills both verbal and written;
- Basic counselling/mediation skills;
- Tact and persuasive skills;
- Time management and organisation skills.
- ICT capability.
- Data analysis skills

Creativity and Innovation:

- To create solutions to behavioural and attendance issues, monitoring these for impact
- To manage students in conflict situations, requiring tact, diplomacy and negotiation skills
- Communicates effectively with teachers and other professionals whenever the need arises and recognises the need to communicate.
- Regular counselling and 1-1 support for students

Decision Making:

- The post holder will be expected to assist students making the necessary improvements to their behaviour, attitude or attendance through a range of carefully selected strategies
- Implements agreed de-escalation strategies to minimise risks of pupil behaviour becoming persistently disruptive
- Takes action to meet pupil needs to avoid unacceptable behaviours arising
- Responds to on the spot incidents requiring immediate attention/decisions on/off the school premises without direct contact with a senior member of staff.

Contacts and Relationships:

Teachers - in daily contact with subject teachers and tutors

Pupils – in daily contact with pupils in normal lessons.

Other Staff – in daily contact with support staff who are involved in lesson support work.

Parents – shares information about pupil progress

Responsibility for Resources:

- The postholder will be personally responsible for their own year group budget

WORK ENVIRONMENT

Work Demands

Ensuring cover is provided punctually for timetabled lessons.

Disruptions will be caused by the absence of teachers.

Physical Demands

Normal office demands

May be required to implement restraint as per the school's policy using Team Teach techniques

Working Conditions

Work Context:

At risk when dealing with behavioural and confrontation issues with pupils.

May be at risk from verbal abuse / emotional harm.

Position in Organisation

Indicate how many staff the post is directly accountable for: None

Are posts managed/supervised in more than one location? No

Is the supervision shared with another post in the structure? No

Please indicate which post(s) N/A

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description

Date copy sent to Post holder

CJLC
April 2004