

## JOB DESCRIPTION

**Post:** Learning Manager  
**Grade:** G (pt. 27-30)  
**Weeks:** TTO + 10 days  
**Hours:** 37 hours  
**Reporting to:** Assistant Principal – Deep Support

### Overall purpose of the post

To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment.

### Responsibilities and accountabilities

1. To be a first response for everyday student problems.
2. To monitor all students in the year group, both academically and with behavioural issues.
3. To work closely with the Inclusion Manager, Consequences Manager, Bridge Manager and the Vice Principal – Deep Support on intervention strategies, targeting students for intervention (i.e. coursework completion and other issues which may present a barrier to learning).
4. To utilise the SIMS system in order to track and intervene with serial internal truants or students who are consistently late for lessons.
5. To have emphasis on intervention and student tracking throughout the day using the academy's reward systems.
6. To supervise breakfast, break and lunchtime for the year group.
7. To supervise students prior to formal examinations.
8. To attend PSPs when necessary.
9. To record safeguarding incidents, including the production of reports on students for multi-agency meetings.
10. To attend safeguarding Case Conferences on behalf of the Academy and provide relevant feedback to the delegated person where necessary.
11. To attend, and where necessary chair, Children In Need and Team Around the Child meetings to provide relevant information on students, including the coordination of minutes and future meetings.
12. To undertake referrals for students and/or their families as specific needs are identified, supported by the PLC Manager.
13. To support the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Academy.
14. To undertake weekly attendance checks for the year group and contact parents/carers to clarify reasons for absence.
15. To attend and actively contribute to the RAG meeting to ensure that students of concern are identified early and appropriate intervention actioned.
16. To support the Inclusion Co-ordinator / Consequences Manager by contacting parents to inform them of exclusions and covering the Consequences Room on a rota.
17. To analyse and interpret reward data on a half termly basis to produce reward intervention booklets and present these to SLT.
18. To coordinate all readmission meetings, supported by a member of SLT, where necessary.
19. To respond to calls on the internal radio system for support in lessons, supporting SLT.
20. To support out of academy activities including, organising the prom in Year 11/Year 13, residential trips, open/parents' evenings and helping students with fund raising activities.
21. To follow up intervention for students who receive multiple E4s, including phone calls home, meetings with parents and carers.

- 22.To attend and on occasion chair, the Attendance Panel meetings.
- 23.To make Anti-Social Behaviour Contract referrals to the Police.
- 24.To undertake First Aid duties on behalf of the academy if necessary; taking charge when someone is injured or becomes ill.
- 25.To ensure that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on.
- 26.To complete the IBP and PSP process for students within the year group.
- 27.To co-ordinate photographs for the year group.
- 28.To act as a link between the academy and parents on non-departmental issues.
- 29.To ensure strict confidentiality in all areas of work.
- 30.To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of the Common Assessment Framework where necessary. This also includes Early Help referrals and acting as the lead professional if designated.
- 31.To comply with the academy's policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

External	Multi agency representatives, parents/carers and members of the public
Internal	Students, staff, parents/carers and any other visitors to the Academy

This job description may be subject to change, following consultation between the post holder and the Academy.

## PERSON SPECIFICATION

### Learning Manager

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Grade C or above in both English and Maths, or equivalent	✓	
Recognised and relevant vocational qualification (NVQ level 4) and/or equivalent practical work experience	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Child Protection Training	✓	
<b>EXPERIENCE</b>		
Working in a school environment	✓	
Issues affecting students and young people and how to offer supportive assistance	✓	
Organising and adapting to change	✓	
<b>SKILLS</b>		
Excellent communication skills (both verbal and written)	✓	
Good organisational and personal management skills	✓	
Effective behaviour management skills	✓	
Able to work independently and be a team player	✓	
Ability to respect and maintain confidentiality	✓	
Effective time management	✓	
Basic first aid		✓
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Ability to work with students and have a real interest in the issues faced by this age group	✓	
<b>OTHER</b>		
Satisfactory Enhanced DBS	✓	
Commitment to self and team development	✓	

Promote equality or opportunity, participation, diversity and responsibility	✓	
Commitment to abide by and promote the Trust's Equality & Diversity Policy, Health & Safety Policies and Child Protection Policies.	✓	