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**ORMISTON BOLINGBROKE ACADEMY**

JOB DESCRIPTION

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| **Job title:** | Learning Centre Support (LCS) Manager |
| **Salary:** | HBC 4, SCP 7 – 9 £19,554 - £20,344 (Term Time pro-rata £15,643 - £16,275) |
| **Contract weeks** | Term time |
| **Reporting to:** | Assistant Principal & Alternative Provision Manager |

**Purpose of the role**

* To lead and manage the Learning Centre Support classroom (LCS)
* To work under the direction of the Assistant Principal and Alternative Provision manager.
* To facilitate work with students (small groups and 1-1) provided by their subject teachers, for the duration of the students placement in the LCS.
* To develop and implement thorough re-integration plans, in line with the behaviour team.
* To foster and promote high standards of behaviour, responsibility and mutual respect among students.
* To address behaviours and attitudes that present as a barrier to accessing mainstream classes.
* To ensure consistency across the school’s behavior management systems
* To promote students moral, social and cultural development
* To safeguard children
* To ensure speedy and high quality contact with parents

**Specific Responsibilities and Accountabilities**

* To manage and supervise the LCS classroom on a daily basis
* To develop and implement thorough individualised re-integration plans, in line with behaviour team
* To facilitate work with students (small group and 1-1) provided by their subject teachers, for the duration of the students placement
* To monitor and check that suitable work is provided by teachers in a timely manner
* To address LCS students behaviours and attitudes that present as a barrier to them accessing mainstream classes.
* To act as a key mentor to LCS students.
* To accompany students to mainstream lessons where possible and if deemed necessary for successful re-integration.
* To set high standards of consistency within the LCS classroom.
* To communicate with parents/carers and stakeholders on the LCS classroom and its associated restorative practices, school sanctions and the impact on student behaviour.
* To support staff with behaviour management.
* To support teachers in the development and delivery of the students re-integration plans e.g. Emailing teachers in advance to notify them of a student’s return and to request feedback from teachers on behaviour and attitude to learning.
* To direct interventions for students who hit trigger points.
* Meet with parents and other stakeholders as appropriate.
* To participate in Head of Year meetings as appropriate.

**Key Tasks**

* To support all aspects of the behaviour system for the LCS students.
* To impact on standards of behaviour for a small cohort.
* Deal with parental calls and concerns.
* To monitor OBA way scores, obtain feedback from teachers and challenge students accordingly.
* To maintain a high profile and promote a high standard of behaviour around the school for the LCS
* cohort in lesson and unstructured time.
* To support the School Development Plan.
* To meet with parents and other stakeholders of LCS students regularly in both planned and unplanned meetings.
* To prepare paperwork and attend meetings (internal and external) as required.
* To lead and manage the LCS classroom at break and lunchtime.
* To monitor and check that suitable work is provided for LCS by their teachers in a timely manner

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

**Performance management**

To participate in the Academy’s arrangements for performance management, professional development, quality assurance and internal verification.

**General responsibilities**

To have due regard at all times to the Academy’s policies, organisation and arrangements for Health & Safety at Work.

If a recognised First Aider, to provide First Aid when needed.

To provide a high quality service to students, parents, visitors and staff, working as a member of a team and providing cover and support to colleagues as necessary.

To make effective use of the Academy’s technology and procedures, taking care to seek best value in activities that have a financial impact.

To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**Context**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**