

**Job Description**

**Post:** Learning Manager **Required from**: ASAP

**Grade:**  G £25,991 – £28,672 FTE. Salary subject to pro rata. **Closing Date:** 14th May 2021

**Weeks:**  TTO + 2 days **Interview Date:** w/c 17th May 2021

**Hours:** 37 hours

**Reporting to:** Vice Principal

**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 Haven Manager, Pathways Manager, Reflections Manager and the Vice Principal 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 academy council student reviews when necessary.
9. To record safeguarding incidents, including the production of reports on students for multi-agency meetings.
10. To support the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Academy.
11. To undertake weekly attendance checks for the year group and contact parents/carers to clarify reasons for absence.
12. To attend and actively contribute to the RAG meeting to ensure that students of concern are identified early and appropriate intervention actioned.
13. To support the Reflections Manager by contacting parents to inform them of exclusions and covering the Reflection Room on occasion.
14. To analyse and interpret conduct and behaviour data on a half-termly basis to produce reports and present these to SLT.
15. To complete all readmission meetings, drawing on support when appropriate.
16. To respond to calls on the internal radio system for support in lesson.
17. To support out of academy activities including, organising the prom in Year 11, residential trips, open/parents’ evenings and helping students with fund raising activities.
18. To follow up intervention for students who receive multiple sanctions, including phone calls home, meetings with parents and carers.
19. To attend and support the Education Welfare Officer at Attendance meetings.
20. To liaise with the Police as and when appropriate.
21. To ensure that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on.
22. To complete the Inclusion Tracker and Conduct Support Plan process for students within the year group.
23. To complete referrals for students who require further provision beyond the academy.
24. To contribute to early help referrals when need is identified.
25. To co-ordinate photographs for the year group.
26. To act as a link between the academy and parents on non-departmental issues.
27. To ensure strict confidentiality in all areas of work.
28. To comply with the academy’s Child Safeguarding Procedures, including regular liaison with the academy’s Designated Child Safeguarding Lead over any safeguarding issues or concerns.
29. To contribute to statutory referrals for safeguarding concerns where necessary.
30. 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**

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS** | | |
| 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. | 🗸 |  |
| **EXPERIENCE** | | |
| Working in a school environment | 🗸 |  |
| Issues affecting students and young people and how to offer supportive assistance | 🗸 |  |
| Organising and adapting to change | 🗸 |  |
| **SKILLS** | | |
| 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 | 🗸 |  |
| **OTHER** | | |
| 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. | 🗸 |  |