

Job title: Assistant Learning Manager
Responsible to: Behaviour Manager / SLT
Grade: 5

Job purpose:

Assistant Learning Manager to provide more specific support and work under the direction of the pastoral team to support learners individual needs and offering pastoral support.

Key Features: To undertake work/care/support programmes, to enable access to learning and to assist a learners in understanding how to reintegrate back into learning in lessons. To support the pastoral team in the development of learners including the provision of specialist skills as appropriate.

Specific Duties and Responsibilities

Support for Learner

- Offer 1-1, groups intervention for learners identified from the pastoral team
- Supervise the learning and work of individuals or groups of learners within the Supporting Expectations Room and other interventions
- Support Behaviour Manager in the lead of the day to day running of Supporting Expectations and other intervention rooms e.g. set up of the room, register
- Manage and supervise pupils excluded from and / or otherwise working to a modified timetable
- Manage a case load of identified learners to mentor, provide bespoke interventions and respond to call outs.
- Assist teaching and the pastoral team in developing and the implementation of individual education/behaviour/support/ mentoring plans
- Under the instruction/guidance support learners with behavioural, emotional and social development needs (SEND) e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour
- Support individuals and group work assigned by the pastoral team in raising core skills
- Take part in home visits, provide outreach support where appropriate as requested by SLT and pastoral team.
- Challenge and motivate learners, promote and reinforce self esteem
- Support individual education plans where needed
- To be aware of learners problems, achievements, progress and report to the teacher as agreed
- Supervise and provide particular support for learners, including those with special needs ensuring their safety and access to learning activities
- Establish a constructive relationship with learners and parents and interact with them according to individual needs
- Provide feedback to learners in relation to progress, achievement and behaviour, attendance etc

- Admin Support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions, SE etc, making phone calls etc...

Support for School

- Respond to Behaviour incidents
- Support and lead (with direction from BM) on detentions for behaviour, truancy and punctuality
- Work closely with pastoral team and staff to become an integral part of the school team.
- Be proactive in providing support at short notice as requested.
- Take responsibility for the data collection of SE and report this to the pastoral team weekly / half termly
- Design and produce displays with minimal supervision
- Contribute information to learners records (e.g. assessment information)
- Work with parents to enhance pupils learning / behaviour
- Liaise with parents as appropriate
- Support out of hours school learning activities and interventions (within established guidelines)
- To help pastoral team investigate incidents of poor behaviour
- Monitor pupils responses to learning activities and record achievement/progress as directed
- Provide regular feedback to teachers on pupil achievement, progress and problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy
- Establish constructive relationships with parents/carers
- Support the use of ICT in learning activities and develop pupils competence and independence in its use
- Participate in training and other learning activities and performance development as required
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person
- Contribute to the overall ethos /work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working

Working Environment

The post holder must be willing to work and travel across the DAT schools as required. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Statutory and Discretionary Holidays.

Standard for all jobs

- To perform services not only for Dudley Academies Trust but also for any subsidiary as required.
- To take a proactive role in the identification of personal and group training and developmental needs which support Trust's objectives and to actively participate in the fulfilment of identified training and development needs.
- To contribute to promotional activities both inside and outside the Trust and to assist in the production of promotional and publicity materials as required.
- To operate at all times within both the spirit and the practice of the Trust Equal Opportunities policies.
- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards/unsafe practices or incidents as appropriate.
- To represent the Trust in the best light at all times.
- To maintain such records and undertake administrative duties as may be determined by the Trust.
- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service. The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the Trust.

Prepared by:

Date:

Name of post holder (*please print*):

Signed by post holder:

Date:

Person Specification

	Ess	Des	Method of Assessment
<u>Knowledge/qualifications</u>			
Good Numeracy and Literacy skills	✓		App Form/Int
Completion of DfE Teacher Assistant Induction Programme	✓		App Form/Int
NVQ Level 2 or equivalent	✓		App Form/Int
<u>Experience</u>			
Previous experience of working with or caring for children of relevant age (11-16)	✓		App Form/Int
General understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and Child Protection.	✓		App Form/Int
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓		App Form/Int
Basic understanding of child development and learning			
<u>Skills</u>			
Effective use of ICT to support learning	✓		App Form/Int
Ability to use other equipment – photocopier etc	✓		App Form/Int
<u>Additional factors</u>			
Ability to relate well to children and adults	✓		App Form/Int
Ability to work as part of a team, understanding classroom roles and own position within these.	✓		App Form/Int
<u>Safeguarding</u>			
Must be suitable to work with young people and vulnerable adult.	✓		App Form/Int/Checks

E = Essential	App Form = Application Form	Int = Interview
D = Desirable	Test = Interview Test	Pr = Presentation
	Ref = Reference	MT = Micro teach
	Checks = Disclosure and barring service	

The Dudley Academies Trust operates a no smoking policy