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| **Job Title:** | **Leader of the Learning Support Unit** |
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| **Salary:** | Band 5 |
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| **Hours of Work:** | 35 hours per week over 5 days, Term time plus 1 week |
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| **Post Objective:** | To lead and be responsible for the Learning Support Unit (Reflection Centre, Removal Room & Damascus Centre) in supporting student behaviour. |
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| **Accountable to:** | Director of Inclusion |
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| **Duties, Responsibilities and Key Tasks:** | * To manage the Learning Support Unit, under the guidance and leadership of the Director of Inclusion. * To manage systems on a regular basis to ensure the highest standard of provision is delivered. * To oversee the mentoring of students from LSU staff. * To support our most vulnerable students and their families to develop better learning, behaviour, student wellbeing and social strategies and so maximise their potential. * Manage the LSU team, return to work interviews and the day-to-day management of the LSU staff, under the support of the Director of inclusion * To monitor and quality assure the Removal Room and Reflection Centre; to ensure these are purposeful, restorative and predominantly silent spaces where students are able to reflect * To liaise and communicate with parents, external agencies, and key staff in the school as appropriate (in consultation with the Director of Inclusion) * To promote behaviour for learning strategies, and to create a nurturing, safe environment in which individuals can grow and learn, supporting individuals to change their behaviour and using rewards to promote positive behaviour. * To lead on the day-to-day support of students’ wellbeing and mental health. |



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|  | * To integrate the LSU with the school behaviour policy and ‘The Becket Way ‘working with the relevant pastoral staff * Perform any task or duty under the reasonable direction of The Direction in Inclusion. |
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| The responsibilities of the post may be reviewed and modified in light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. | |



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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | Applicant must have 5 A\*-C GCSE passes (including English and Maths) | Relevant professional qualifications are highly desirable | Interview/Application Form |
| **2. Experience** | A proven track record of supporting students at KS3 and KS4. | Previous experience in working in a school setting and working with external support agencies.  Previous experience of working with students experiencing poor mental health and/or behavioural/social difficulties.  Experience of managing/co- ordinating the work of others is highly desirable. | Application Form/Interview |
| **3. Skills** | Proficient literacy and communication skills.  ICT literate – Must have a excellent understanding of the internet and Microsoft Office |  | Application Form / Task |
| **4. Knowledge** | Knowledge of the processes available to support student learning within school.  Awareness of outside agencies and their role in supporting students in the school environment.  Knowledge of safeguarding responsibilities. |  | Application Form/Interview |



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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **5.Management** | Able to manage own workload.  Ability to prioritise. Able to show initiative.  Excellent organisational skills. | Ability to manage a budget.  Ability to lead others. | Application Form/ Interview/ Task |