

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Learning Manager	Grade: G (points 20 – 24)
Job Family: Educational Support	
<p><u>Overall Purpose of Job:</u></p> <p>As a Learning Manager, you will support student learning through the use of data, strategic intervention and monitoring in order to maximise student attainment.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. You will be a first response for everyday student problems 2. You will monitor all students in the year group, both academically and with behavioural issues 3. You will work closely with the Inclusion Coordinator, Reflections, Bridge 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. You will utilise the database in order to track and intervene with serial internal truants or students who are consistently late for lessons 5. You will have emphasis on intervention and student tracking throughout the day using the academy's reward systems 6. You will supervise breakfast, break and lunchtime for the year group 7. You will supervise students prior to formal examinations 8. You will attend Personal Support Plan (PSP) meetings when necessary 9. You will record safeguarding incidents, including the production of reports on students for multi-agency meetings 10. You will attend safeguarding conferences on behalf of the Academy and provide relevant feedback to the delegated person where necessary 11. You will attend, and where necessary chair, child protection related meetings to provide relevant information on students, including the coordination of minutes and future meetings 12. You will undertake referrals for students and/or their families as specific needs are identified 13. You will support the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Academy 14. You will undertake weekly attendance checks for the year group and contact parents/carers to clarify reasons for absence 15. You will attend and actively contribute to the RAG meetings to ensure that students of concern are identified early and appropriate intervention actioned 16. You will support the Inclusion Coordinator / Reflections Manager by contacting parents/carers to inform them of exclusions and cover the Reflections Room on occasion 17. You will analyse and interpret reward data on a half termly basis to produce reward intervention booklets and present these to the Senior Leadership Team 18. You will support a member of the Senior Leadership Team at all re-admission meetings 19. You will respond to calls on the internal radio system for support in lessons when a member of the Senior Leadership Team is not available 20. You will 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. You will follow up intervention for students who receive multiple C4's including phone calls home, meetings with parents and carers 22. You will attend and on occasion chair, the Attendance Panel meetings 23. You will make Anti-Social Behaviour Contract referrals to the Police 	

24. You will ensure that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on
25. You will complete the Individual Behaviour Plan (IBP) and Personal Support Plan (PSP) process for students within your year group
26. You will co-ordinate photographs for your year group
27. You will act as a link between the academy and parents on non-departmental issues

General

28. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay
29. You will participate in training and other learning activities and performance development as required
30. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking
31. You will ensure strict confidentiality in all areas of work
32. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)
33. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records)
34. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once
35. You will always comply with the Trust's policies and procedures
36. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- GCSE Grade C/4 or above, or equivalent, in English and Maths (C)
- Recognised and relevant vocational qualification (NVQ level 4) and/or equivalent practical work experience (A/I/C)
- Willingness and ability to obtain and/or enhance qualifications and training for development in the post. (A/I)
- Child protection training (C)
- Experience of working in a school environment (A/I)
- Experience of issues affecting students and young people and how to offer supportive assistance (A/I)
- Organising and adapting to change (A/I)
- Excellent communication skills (both verbal and written) (A/I)
- Good organisational and personal management skills (A/I)
- Effective behaviour management skills (A/I)
- Able to work independently and be a team player. (A/I/R)
- Able to respect and maintain confidentiality (A/I/R)
- Effective time management (A/I)
- Working knowledge of standard computer packages (word processing, email, and spreadsheets) (A/I)
- Ability to work with students and have a real interest in the issues faced by this age group (A/I)

Desirable

- Emergency First Aid or First Aid at Work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours

- Proactive
- Organised
- Effective
- Team Player
- Emotionally intelligent
- Flexible
- Motivational
- Positive
- Engaging
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS:

Managers - in daily contact with the Principal/Head of Academy, senior leaders and teachers within the academy.

Support Staff – in daily contact with support staff who are involved in administration, cleaning, catering, finance, site supervision and health and safety.

Trust Staff – in regular contact with Trust staff within the wider Education, Safeguarding and Inclusion teams.

External – in regular contact with parents/carers, external agency professionals, and other government and local authority staff, as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.