Northern Education Trust – Job Description

Job Title:	Learning Manager	**JE Reference:**	JE012
Base:	Freebrough Academy		
Reports to:	Deep Support Lead or Inclusion Coordinator	**Grade:**	Grade 5 SCP 16 – SCP 18
Service responsibility:		**Salary:**	£30,518.00-£31,537.00 (FTE, Salary to be pro rata) pro rata salary £28,346.00 - £29,292.00
Additional:	Some travel may be required.	**Term:**	37 hours, 41 weeks

JOB PURPOSE

- To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment

JOB SUMMARY

1. To monitor all students in the year group, both academically and with behavioural issues
2. Working closely with the Inclusion Co-ordinator, The 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
3. To utilise the MIS system in order to track and intervene with serial internal truants or students who are consistently late for lessons
4. Attend pastoral support plan meetings when necessary
5. Recording safeguarding incidents, including the production of reports on students for multi-agency meetings
6. Attending safeguarding Case Conferences on behalf of the academy and providing feedback to the delegated person where necessary
7. Attending and, where necessary, chairing Children in Need and Team Around the Child meetings, including the co-ordination of the minutes and future meetings
8. Undertaking referrals for students and/or their families as specific needs are identified
9. To arrange and lead meetings with parents/carers both on site and at the students home address
10. Where necessary undertake truancy sweeps, collecting students from home to attend the academy
11. Supporting the Expectations for Learning Administrator by contacting parents to inform them of exclusions and covering the Expectations for Learning Room on occasion;
12. Supporting a member of the SLT at all readmission meetings
13. Supporting out of academy activities for example; organising the prom in Year 11, residential trips, open/parents' evenings, helping students with fund raising activities
14. Attending and, on occasion, chairing academy Attendance Panel/Formal Attendance Panel meetings
15. Undertaking weekly attendance checks for your year group and phoning parents/carers to clarify reasons for absence
16. Making Anti-Social Behaviour Contract referrals to the Police

17. Ensuring that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on
18. Completing the individual behaviour plan and pastoral support plan process for students within your year group
19. Act as a link between the academy and parents on non-departmental issues
20. To comply with the Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
21. To comply with the Trust policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: …… Date: ……..