

Job title: Learning Manager
Responsible to: Assistant Principal – Standards and Ethos
Scale: Grade 7

Job purpose:

Take a lead role in managing and delivering pastoral support to pupils including DSL responsibilities.

Duties and responsibilities

Pastoral Support

- Manage and supervise pupils excluded from and / or otherwise working to modified timetable.
- Provide advice to pupils relating to their social, health, hygiene and emotional development needs.
- Undertake comprehensive assessments of pupils to determine those in need of particular help.
- Assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans.
- Take a lead role in the provision of support for pupils with special needs.
- Establish productive working relationships with pupils, acting as a role model.
- Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils individually or in small groups.
- Take a lead role in managing the speedy/effective transfer of pupils across phases and support the reintegration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning, behaviour, attendance and the consequences of their actions.
- Challenge and motivate pupils, promote and reinforce self esteem.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Take a lead role in the development, implementation and monitoring of systems relating to attendance and integration e.g. Registration, truancy, pastoral systems etc.
- Admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making phone calls etc.

Support for Teaching and Learning

- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Support pupil's access to learning using appropriate strategies, resources, etc.
- Work with other staff, including specialist staff and professional agencies in planning, evaluating and adjusting learning activities as appropriate.

- Monitor and evaluate pupil responses and progress against action plans through observation and planned recording.
- Provide objective and accurate feedback and reports as required to other staff on pupil's achievement, progress and other matters ensuring the availability of appropriate evidence.
- Manage record keeping systems and processes.
- Take a lead role in the development and implementation of appropriate behaviour management strategies.
- Implement agreed learning/teaching programmes, adjusting activities according to pupil's responses/needs.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- Be aware of and comply with all school / Trust policies and procedures.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.
- Attend and participate in meetings as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the Trust.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Participate in training, other learning activities and performance development as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post

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 DAT.
- 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: Laura Round, Senior Human Resources

Date: July 2019

Name of post holder (*please print*): _____

Signed by post holder: _____

Date: _____

Person Specification – Learning Manager

	Ess	Des	Method of Assessment
<u>Education/Qualifications and Training</u>			
NVQ 3 in Supporting Teaching & Learning or equivalent qualification.	✓		App Form
Appropriate first aid training.		✓	App Form
Commitment and willingness to undertake further training, assessment and development dependent upon existing qualifications and requirements of the post.	✓		App Form/Int
Excellent literacy and numeracy skills.	✓		App Form / Int
<u>Experience</u>			
Recent relevant experience.	✓		App Form/Int
Experience working with children.	✓		App Form/Int
Experience of working with children of secondary school age.	✓		App Form/Int
Experience in a learning environment.	✓		App Form/Int
Experience of working with learners with additional needs.	✓		App Form/Int
<u>Skills and Abilities</u>			
Ability to relate well to children and adults.	✓		App Form/Int
Ability to work constructively as part of a team.	✓		App Form/Int
Ability to understand classroom roles and responsibilities and your own position within these.	✓		App Form/Int
Ability to understand principles of child development and learning processes and in particular, barriers to learning.	✓		App Form/Int
Ability to plan effective actions for students at risk of underachieving.	✓		App Form/Int
Full understanding of the range of support services/providers.	✓		App Form/Int
Ability to work independently, using own initiative.	✓		App Form/Int
<u>General and Specific Knowledge</u>			
Effective use of ICT and other specialist equipment/resources.	✓		App Form/Int
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓		App Form/Int
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓		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