



The Harvey Grammar School

Learning Support Manager (37 hours per week, 45.6 weeks per year)
8.15am to 4.30pm (including lunch break)
HGSP1 (£25,299 - £27,416)

Job Description

Line Manager: Assistant Headteacher

Aims of the Role

- To support, guide and mentor pupils who need particular help in overcoming barriers to learning
- To assist in the management of day-to-day social, emotional and behavioural issues within the House
- To provide support for the Head of House, Assistant Head of House and House Tutors

Responsibilities

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Pastoral support:

- Establish productive working relationships with pupils, acting as a positive role model
- Devise and implement strategies to resolve relationship issues between pupils and between pupils and staff
- Collect and collate statements relating to behavioural incidents, following up directly when appropriate
- Organise the setting and monitoring of work for suspended and excluded pupils and those working to a modified timetable
- Provide support for new pupil induction and reintegration of pupils returning after long-term absences
- Provide support for pupils with social, emotional and behavioural problems
- Support pupils in obtaining appropriate advice in connection with their social, health, hygiene and emotional development needs
- Support pupils in the personal development of their learning skills to promote and raise achievement and self-esteem
- Assist with the development and implementation of Education and Behaviour Plans
- Establish constructive relationships with pupils' parents/carers
- Monitor pupils' attendance and punctuality
- Provide day-to-day administrative support e.g. deal with correspondence, analyse attendance data and pastoral referrals, track credits, preparation of materials for external services, prepare SEF materials etc.
- Assist with initiatives associated with praise and rewards within the house

Support for Teaching and Learning:

- Assist in the transition process with feeder primary schools
- Ensure pupils with special or additional needs, excluded pupils and those working to a modified timetable have access to appropriate learning resources
- Work with subject teachers in planning, evaluating and adjusting learning activities for particular pupils as appropriate.
- Support pupils' learning in the classroom, including covering for absent colleagues and completing observations in the classroom as and when necessary
- Support teachers in their implementation of the school's Behaviour policy
- Support the House in ensuring that the designated area is an attractive and stimulating learning environment
- Attend relevant consultation evenings such as Parents' Evenings, Open Evening etc
- Attend the Shepway Test Day
- Undertake First Aid training, maintain subsequent qualification and offer First Aid to pupils
- To undertake available training opportunities and demonstrate a commitment to continuous development

- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils

March 2023