Ninestiles An Academy
SUMMIT LEARNING TRUST

Job Description – Learning Support Unit Manager

Job title	**Learning Support Unit Manager**
Grade	**Grade 4 (Points 23 - 31)**
Responsible to	**Assistant Principal for Behaviour and Standards**
Effective from	**June 2021**

SUMMIT LEARNING TRUST Mission Statement
Strength through diversity
Ambition through challenge
Excellence through curiosity

Role Purpose

- To manage and direct the Learning Support Unit (LSU) on a day-to-day basis.
- To construct, organise and ensure the delivery of personalised timetables, liaising with classroom teachers for part-time LSU students
- To be responsible for the behaviour in the LSU on a daily basis
- Responsibility for the registration of the LSU students

Main duties and responsibilities:

- To work closely with the Senior Leadership Team, Directors of Year, Pastoral Managers and the SENDCO to ensure appropriate teaching and support programmes are delivered to our students.
- To follow the entry and exit procedures for students as stated in the LSU Policy.
- To manage the LSU Assistant /Learning Support staff / subject link teachers working in the LSU
- Establish clear roles and clear direction for the LSU staff leading to improvement and enhancement of the learning experience within the LSU.
- To plan the specific responsibilities of all LSU staff as required on a day to day basis.
- To help reduce persistent absence and the number of exclusions from school by offering alternative methods of supporting vulnerable students who are deemed to require a nurture provision.
- To re-engage persistent non-attenders and school refusers through a comprehensive re-integration programme
- To support vulnerable students at times when they would otherwise be failing.
- To re-integrate long term absence students with medical difficulties back into mainstream teaching with a support programme / plan.
- To work with new students entering the Academy who present special challenges.
- Monitor, evaluate and record data of student's progress through achievement data, learning behaviour social goals and targets, and action plans.
- To process the data and records of those students referred to and using the LSU including parental reports, care plans, etc.
- To respond to termly reviews for each student and intervene with agreed intervention strategies
- Work closely with the parents or carers of students in the LSU, encouraging involvement in their child's learning, behaviour and development
- To arrange and attend student's review meetings and parents evening to discuss the student's progress
- Develop and then establish alternative forms of curriculum (according to the students' needs) to support the moral, social, emotional and cultural development of students in the LSU, alongside our broad and balanced academic curriculum.
- Support students to fully access examinations, study skills programmes and revision
- Liaise with representatives of other agencies such as Education Welfare Service, Social Services, EMAG, Behaviour Support Team, PRU, Inclusion Support, LACE, CAMHS.

- To work with the Pastoral team, and where necessary the SEND team, to help with the integration of new students and the re-integration of present students into mainstream lessons following a period in the LSU.
- Support young people's progression planning with the careers team to prepare students for working life.
- To attend appropriate Professional Learning around nurture provision, Behaviour Management, Child Protection, Counselling, Anger Management etc.
- Assist with the planning and delivery of training for the LSU Assistant and LSP's working in the LSU
- To work with the Senior Leader link and SENDCO to review and evaluate the LSU and the LSU Policy
- To performance manage staff who work in the LSU using our trust's agreed criteria and from this review the job description and training needs
- To manage any capitation budget and keep accurate records to expenditure for accounting purposes
- Support the Senior Leader link to manage the LSU budget by ensuring appropriate resources are identified and the budget is managed according to trust financial procedures.

General Duties

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust and Ninestiles, An Academy policies and procedures.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Job description issued by the Principal:	
Copy received by:	
Date:	