



Job Description

Job Title: Learning Manager

Reporting to: Assistant Principal, Deep Support **Grade:** Scale 5

Overall purpose of the post:

To provide support to students emotionally, behaviourally and academically in order for them to achieve their potential.

Main duties and responsibilities:

- To monitor all students in the year group both emotionally, behaviourally and academically.
- Working closely with Senior Leaders and the Impact Manager, targeting students for intervention: i.e. controlled assessment completion and other issues which may present a barrier to learning and growth.
- To utilise the Management Information System in order to track behaviour and attendance.
- To be responsible for running back-on-track sessions for Behaviour for Learning and Learning to Learn.
- Supervise breakfast, break and lunchtime for the year group.
- To supervise students prior to formal examinations.
- To be the point of contact for parents/carers.
- Ensure strict confidentiality in all areas of work.
- You must be organised, be able to write detailed reports and collate/analyse student behaviour data.
- To support with the inoculation processes.
- To attend and contribute to through written reports:
 - Multi-agency meetings
 - Multi-agency Risk Assessment Conference
 - Personal Support Plans
 - Joint Council Meetings
 - Child in Need Meetings
 - Child Protection Meetings
 - Common Assessment Framework Meetings
- To support the Director of Student Attendance and Student Welfare in dealing with PA students.
- To record safeguarding incidents and cause for concerns and share these with the Designated Safeguarding Lead.
- To review student progress using Praising Stars.
- To lead and attend reintegration meetings
- To refer to Social Care Direct and other services if there is a cause for concern.

- To work as a team using the equipment provided to ensure that situations are dealt with swiftly.
- Comply with policies.
- To coordinate and help support IBPs and the inclusion tracker.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.