



Job Description

Job Title: Learning Manager

Reporting to: Inclusion Co-ordinator **Grade 5**

Accountable for: N/A

Overall purpose of the post:

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

Main duties and responsibilities:

- To monitor all students in the year group, both academically and with behavioural issues.
- Working closely with the Inclusion manager, 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.
- To utilise the SIMS system in order to track and intervene with serial internal truants or students who are consistently late for lessons.
- To have emphasis on intervention and student tracking throughout the day using the Academy's tracking system.
- 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.
- Attend meetings when necessary.
- Co-ordinate photographs for the year group.
- Act as a link to Student Voice.
- Act as a link between the Academy and parents on non-departmental issues.
- Ensure strict confidentiality in all areas of work.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.

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 where 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.