

## Job Description

**Job Title: Learning Manager**

**Reporting to: Vice Principal      Grade: D+ scp 11-14**

### **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 Co-ordinator, The Bridge and the Vice Principal 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 an emphasis on intervention and student tracking throughout the day using the Academy's Praising Stars® system;
- Supervise breakfast, break and lunchtime for the year group;
- To supervise students prior to formal examinations;
- Attend PSPs when necessary;
- Recording safeguarding incidents, including the production of reports on students for multi-agency meetings;
- Attending Children in Need and Team Around the Child meetings and providing relevant feedback on students;
- Undertaking referrals for students and/or their families as specific needs are identified.
- Supporting the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the Academy;
- Attending and actively contributing to the RAG meeting to ensure that students of concern are identified early and appropriate intervention actioned;
- Supporting the Consequences Manager by contacting parents to inform them of exclusions and covering the Consequences Room on occasion;
- Analysing and interpreting Praising Stars® data on a half termly basis to produce Praising Stars intervention booklets and presenting these to SLT;
- Supporting a member of the SLT at all readmission meetings;
- Responding to calls on the internal radio system for support in lessons when a member of SLT is not available.
- Supporting Academy activities including organising the prom in Year 11, residential trips, open/parents' evenings, helping students organise fund raising activities, with supervision of out of academy fundraising events on a voluntary basis;
- Following up intervention for students who receive multiple E4s at Praising Stars®, including phone calls home, meetings with parents and carers;
- Attending School Attendance Panel/Formal Attendance Panel meetings as required.
- Undertaking on occasion, attendance checks for your year group and phoning parents/carers to clarify reasons for absence as required to support the attendance team;

- Making Anti-Social Behaviour Contract referrals to the Academy Police Officer;
- Ensuring that trip and event packs are completed, including risk assessments, for those events/trips which you are leading on;
- Completing the IBP and PSP process for students within your year group;
- Co-ordinate photographs for the year group;
- Act as a link to Student Voice where necessary;
- Act as a link between the Academy and parents on non-departmental issues;
- Ensure strict confidentiality in all areas of work;
- 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 and the completion of the Common Assessment Framework where necessary;
- 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.

This job description may be subject to change, following consultation between the post holder and the Academy.

### **Special Features**

- 37 Hours per week. Term Time.

### **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.