



Students First
OUTWOOD
GRANGE ACADEMIES TRUST

Job Description

Job Title: Post 16 Learning Manager

Reporting to: Assistant Principal

Grade: 8

Overall purpose of the post:

To provide pastoral support and direction for students in order for them to achieve their potential in all aspects of Academy Life.

Main duties and responsibilities:

To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment. You must be organised, be able to write detailed reports and collate/analyse student data.

- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting supportive and constructive relationships with them.
- Manage designated year group on a day to day basis, working strategically with students and staff to ensure they reach their potential.
- Be the pastoral link for students, parents and staff ensuring confidentiality in all aspects of role.
- Monitor expectations and standards through Praising Stars analysis, D form reports and classroom drop in.
- Identify students for intervention using Praising Stars 4i model tracking and working with students who are identified for intervention.
- Provide students', colleagues, and parents/carers with timely, accurate and constructive feedback on learners' attainment, progress, areas for development and areas of concern.
- Meet with students, parents and staff when necessary following the D form system for intervention.
- Represent year group at Contract Signing Evening, Parents' Evening and Open Evening/Day.
- Act as Academy Council link for designated year group.
- Supervise breakfast, break and dinner times for the year group
- Monitor attendance at examinations and liaise with the Attendance Team to follow up any absence.
- Lead assemblies with designated year group.
- Ensure that Child Protection and safeguarding duties are carried out in line with Academy Policy.
- Working with the Post 16 team and external agencies to facilitate events, e.g. Year 13 Prom.
- Ensure the sustainability of the Post 16 Centre through recruitment events and tasks.

- To work with the Post 16 team on effective transition from Year 11 to 12, Year 12 to 13 and post 18 destinations
- Review the Subject Market course choices and, where needed, provide individual advice and guidance to students.
- Work with Post 16 mentors, staff and external agencies to support student progression, including UCAS applications
- To monitor student progression and destinations at the end of KS5 to ensure no student is classed as NEET.
- Successful transition of students into Year 13 during the Higher Education and Careers Event.
- Any other duties, relevant to this post, which may be required.

Additional Responsibilities

- To maintain an organised, engaging and peaceful working environment within the Post 16 Centre
- 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 and any other visitors to the Academy.