

## Job Description

**Post Title:** Learning Manager

**Establishment:** Outwood Academy Bishopsgarth

**Reporting to:** Assistant Principal Deep Support

**Contract:** 37 hours per week, term-time only plus 15 days

**Salary Point:** Grade G (SCP 20-22)

**Whole-Time Equivalent Salary:** £19,430 – £20,661

**Actual Salary:** £17,570 - £18,683

### 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:

1. To monitor all students in the year group, both academically and with behavioural issues
2. Working closely with the Inclusion Co-ordinator, 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
3. To utilise the MIS system in order to track and intervene with serial internal truants or students who are consistently late for lessons
4. To have emphasis on intervention and student tracking throughout the day using the school's "Praising Stars" system
5. Supervise breakfast, break and lunchtime for the year group
6. To supervise students prior to formal examinations
7. Attend PSPs when necessary
8. Recording safeguarding incidents, including the production of reports on students for multi-agency meetings
9. Attending safeguarding Case Conferences on behalf of the school and providing feedback to the delegated person where necessary
10. Attending and, where necessary, chairing Children in Need and Team Around the Child meetings, including the co-ordination of the minutes and future meetings
11. Undertaking referrals for students and/or their families as specific needs are identified
12. Supporting the Education Welfare Officer in undertaking truancy sweeps and collecting students from home to attend the school
13. Attending and actively contributing to the PAG meeting to ensure that students of concern are identified early and appropriate intervention actioned
14. Supporting the Consequences Gatekeeper by contacting parents to inform them of exclusions and covering the Consequences Room on occasion
15. Analysing and interpreting Praising Stars data on a half termly basis to produce Praising Stars intervention booklets and presenting these to SLT
16. Supporting a member of the SLT at all readmission meetings

17. Responding to calls on the internal radio system for support in lessons when a member of SLT is not available
18. Supporting out of academy activities including, organising the prom in Year 11/Year 13, residential trips, open/parents' evenings, helping students with fund raising activities
19. Following up intervention for students who receive multiple E4s at Praising Stars, including phone calls home, meetings with parents and carers
20. Attending and, on occasion, chairing School Attendance Panel/Formal Attendance Panel meetings
21. Undertaking weekly attendance checks for your year group and phoning parents/carers to clarify reasons for absence
22. Making Anti-Social Behaviour Contract referrals to the Police
23. Ensuring that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on
24. Completing the IBP and PSP process for students within your year group
25. Co-ordinate photographs for the year group
26. Act as a link between the school and parents on non-departmental issues
27. Ensure strict confidentiality in all areas of work
28. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
29. Respecting confidential issues linked to home/students/teacher/Academy work
30. To comply with the school's Child Safeguarding Procedures, including regular liaison with the school's Designated Child Safeguarding Person over any safeguarding issues or concerns and the completion of the Common Assessment Framework where necessary
31. To comply with the academy's policies and procedures at all times
32. To act as Fire Warden and/or First Aider at the request of the Principal
33. Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

### **Personal Contacts**

**External:** Multi Agency representatives, parents/carers and members of the public.

**Internal:** Students, staff, parents and any other visitors to the school.

### **Safeguarding:**

- The Academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All post in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process

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