



Job Description

Job Title: Learning Manager

**Reporting to: Vice Principal Deep Support Grade: 5 37 hours term time
plus 5 inset days**

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 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 MIS 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 school'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 safeguarding Case Conferences on behalf of the school and providing feedback to the delegated person where necessary;
- Attending and, where necessary, chairing Children in Need and Team Around the Child meetings, including the co-ordination of the minutes and future meetings;
- 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 school;
- Attending and actively contributing to the PAG 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 out of school activities including, organising the prom in Year 11, residential trips, open/parents' evenings, helping students with fund raising activities;
- Following up intervention for students who receive multiple E4s at Praising Stars, including phone calls home, meetings with parents and carers;

- Attending and, on occasion, chairing School Attendance Panel/Formal Attendance Panel meetings;
- Undertaking weekly attendance checks for your year group and phoning parents/carers to clarify reasons for absence;
- Making Anti-Social Behaviour Contract referrals to the Police;
- Ensuring that trip and events 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 between the school and parents on non-departmental issues;
- Ensure strict confidentiality in all areas of work;

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.