

## Job Description

**Job Title: Learning Manager**

**Reporting to: Vice Principal**

**Grade: G22 - 24**

### **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 academy activities including, organising the prom in Year 11/Year 13, 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;
- 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;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation;
- To comply with the school policies and procedures at all times.

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

### **Special Features**

- 37 hours per week - Term Time plus 5 PD days.

### **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.