

## Job Description

**Job Title:** Learning Manager

**Reporting to:** Principal      **Grade:** 6

### **Overall purpose of the post:**

To provide support to students emotionally, behaviourally and academically in order for them to achieve their potential.

### **Main duties and responsibilities:**

- To monitor all students in the Phase both emotionally, behaviourally and academically.
- Working closely with Senior Leaders and targeting students for intervention: i.e. social & emotional support programmes and other issues which may present a barrier to learning and growth.
- To utilise the Management Information System in order to track behaviour and attendance.
- To be responsible or running sessions for Behaviour for Learning and Learning to Learn.
- Supervise breakfast, break and lunchtime for targeted students where appropriate.
- To be the point of contact for parents/carers.
- Ensure strict confidentiality in all areas of work.
- You must be organised, be able to write detailed reports and collate/analyse student behaviour data.
- To support with the inoculation processes.
- To attend: Multi-agency meetings
  - Multi-agency Risk Assessment Conference
  - Personal Support Plans
  - Joint Council Meetings
  - Child in Need Meetings
  - Child Protection Meetings
  - Common Assessment Framework Meetings
- In all instances a report needs to be provided.
- To support the Safeguarding & Attendance in dealing with PA and vulnerable students.
- Aiding students in maintaining a minimum of 95% attendance.
- To record safeguarding incidents and cause for concerns and share these with the Designated Safeguarding Lead and Safeguarding & Attendance Officer.
- To review student progress using Praising Stars.
- To lead and attend reintegration meetings
- To refer to Social Care Direct and other services if there is a cause for concern.

- To work as a team using the equipment provided to ensure that situations are dealt with swiftly.
- Comply with policies.
- To coordinate and help support IBPs and the inclusion tracker.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
  
- **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.