

**Job Title:** Learning Manager (Secondary)

**Reporting to:** Vice Principal, Deep Support

**Grade:** 7

### **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 assigned year group, both academically and with behavioural issues;
- Work 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 academy's Praising Stars system;
- Supervise breakfast, break and lunchtime for the year group;
- To supervise students prior to formal examinations;
- Attend PSPs when necessary;
- Record safeguarding incidents, including the production of reports on students for multi-agency meetings;
- Attend safeguarding Case Conferences on behalf of the academy and provide feedback to the delegated person where necessary;
- Attend and, where necessary, chair Children in Need and Team Around the Child meetings, including the co-ordination of the minutes and future meetings;
- Undertake referrals for students and/or their families as specific needs are identified;
- Support the Education Welfare Officer in undertaking truancy sweeps and collect students from home to attend the academy;
- Attend and actively contribute to the RAG meeting to ensure that students of concern are identified early and appropriate intervention actioned;
- Support Consequences by contacting parents to inform them of exclusions and covering the Consequences Room on occasion;

- Analyse and interpret Praising Stars data on a half termly basis to produce Praising Stars intervention booklets and present these to SLT;
- Support a member of the SLT at all readmission meetings;
- Respond to calls on the internal radio system for support in lessons when a member of SLT is not available;
- Support out of academy activities including, organising the prom in Year 11/Year 13, residential trips, open/parents' evenings, helping students with fund raising activities;
- Follow up intervention for students who receive multiple E4s at Praising Stars, including phone calls home, meetings with parents and carers;
- Attend and, on occasion, chair School Attendance Panel/Formal Attendance Panel meetings;
- Undertake weekly attendance checks for your year group and phoning parents/carers to clarify reasons for absence;
- Make Anti-Social Behaviour Contract referrals to the Police;
- Ensure that trip and events packs are completed, including risk assessments, for those events/trips which you are leading on;
- Complete 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**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where 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.