



# Job Description

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

**Reporting to:** Principal

**Grade: 7**

## **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 and 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 process;
- To attend and provide reports for:
  - 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
- To support the Safeguarding & Attendance Officer in dealing with PA and vulnerable students;
- Aid students in maintaining a minimum of 95% attendance;
- Record safeguarding incidents and cause for concern and share these with the Designated Safeguarding Lead and Safeguarding and Attendance Officer;
- To review student progress using Praising Stars;

- To lead and attend reintegration meetings;
- To refer to Social Care Direct and other services for any cause of concerns;
- Comply with policies;
- Coordinate and help support IBPs and the inclusion tracker.

### **Additional Responsibilities**

- Dealing 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 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.