

**Job Title: Lead Learning Manager**

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

**Grade: 10**

### **Purpose of the Post**

To take a strategic and operational lead for the welfare and safeguarding of children and young people.

Manage the Learning Manager team, communicating clear purpose and vision to ensure students have the support they require maximising student attainment and life chances.

### **Main Duties and Responsibilities**

- Putting 'Student's First' in everything you do;
- To act as the Safeguarding Deputy Designated Lead dependent upon the needs of the academy;
- To act as the Child Protection strategic and operational lead in relation to all child protection issues dependent upon the needs of the academy;
- To maintain all records pertaining to child protection issues, actions and resolutions;
- To support as the Looked After Children Co-ordinator (SLT), working closely with the Local Authority LAC Team;
- Ensure all TPEPs/EPEPs are completed and quality assured within the Local Authority LAC timelines;
- Lead on promoting student positive mental health, engaging external professionals where necessary via voluntary services, Service Level Agreements, Local Authority services etc.;
- Lead on Trust Mental Health Strategy in schools in conjunction with the Business Manager;
- Ensure Service Level Agreements with external professions that you engage with agreement of the Principal are value for money by measuring impact of their service;
- Formal Supervision of Learning Managers;
- Work closely with the Inclusion Team, the Bridge and PLC Managers and the Vice Principal Deep Support to monitor strategies and interventions for students are effective;
- Ensure that tracking and monitoring by the Learning Manager team is kept up to date using the MIS system and software in order to track and intervene with serial internal truants or students who are consistently late for lessons;
- Monitor intervention and student tracking using the academy's Praising Stars system;
- Maintain utilisation of staff to cover for supervision of break and lunchtime;

- To supervise students prior to formal examinations;
- Attend PSP's 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;
- Attend and actively contribute to the RAG meeting to ensure that students of concern are identified early and appropriate intervention actioned;
- Support a member of the SLT at readmission meetings if the appropriate Learning Manager is not available;
- Maintain the support of SLT with all readmission meetings ensuring quality reporting, ensuring interventions agreed are appropriate and adequate for students;
- Covering the Consequences Room on occasion and contact parents to keep them informed;
- Respond to all calls on the internal radio system for support in lessons when a member of SLT is not available;
- Support out of academy activities where required under the Principal's direction;
- Make Anti-Social Behaviour Contract referrals to the Police;
- Ensure strict confidentiality in all areas of work, including compliance with the GDPR Regulations (2018).

### **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 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.