

***‘Helping every person achieve things they never thought they could’***

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **learning leader** |
| **Status** | permanent  |
| **Pay Range** | **grade F SCP 17-23 + additional responsibility payment** |
| **Hours of Work** | **37 hours per week – term time + 10 days** |
| **Primary Purpose of the Job** | **To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment** |
| **Responsible to** | Senior Leader: DEEP Support |
| **Principal Responsibilities** * To monitor all students in any assigned year group both academically and with behavioral issues
* Work closely with the Senior Leader leading DEEP Support on intervention strategies, targeting students for intervention and any other issues which may present a barrier to learning
* Utilise the MIS system (SIMS) in order to track and intervene with students’ attendance and punctuality
* To have a clear emphasis on intervention and student tracking throughout the day using internal systems
* Supervise breakfast, break and lunch times
* 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 Child in Need and Team Around the Child meetings including co-ordination of minutes and future meetings
* Undertake referrals for students and/or their families as specific needs are identified
* Undertake truancy sweeps and attendance checkups and collect students from home to attend the academy where necessary
* Attend and actively contribute to the RAG meeting to ensure students of concern are identified early and appropriate intervention is actioned
* Support consequences by contacting parents to inform them of exclusions
* Analyse and interpret the ‘Effort’ sheet on a two weekly basis to produce intervention strategies for groups or individual students to help them learn
* To support a member of the SLT at all re-integration meetings
* Proactively fulfil the responsibilities of ‘Walkabout’ to support teachers with climate and behaviour in designated classrooms
* Support out of academy activities including, organizing the prom in Year 11, residential trips, enrichment activities, nightclub, parents evenings and helping students with fund raising activities
* Follow up intervention strategies for those students who receive effort scores of 4 or below, including phone calls home and meetings with parents and carers
* Attend and on occasion chair Attendance panels and Formal attendance panel meetings
* Undertake weekly attendance checks for your designated year group (group of students) and phone parents/carers to clarify reasons for absence
* Make Anti-Social Behaviour Contract referrals to the Police
* Ensure student reports (behaviour) are monitored stringently and actions are completed swiftly to ensure maximum impact in helping students learn
* Co-ordinate photographs for a year group where necessary
* 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/teachers/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 Safeguarding procedures, including regular liaison with the academy’s Designated Safeguarding Lead (DSL) 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 academy/organization
 |
| **This job description may be amended at any time following discussions between the Principal and the post holder and will be reviewed annually as part of the school self-review programme.** |

|  |  |
| --- | --- |
| **Date Job Description prepared/updated** | July 2025 |
| **Job Description prepared by** | HR |