

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

**JOB DESCRIPTION**

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| **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.** | |

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