

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

JOB DESCRIPTION

Job Title	LEARNING LEADER
Status	PERMANENT
Pay Range	GRADE G 23 – 27
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