

Learning Support Manager

Contract

Permanent (6 months probation)

Hours

Term Time + 5 days

Salary

Grade 4

(£28,597 - £31,021 FTE)

(£23,154 - £25,913 actual)

As our Learning Support Manager, you will be working with the SENDCO / HLTA to develop and deliver an effective Achievement for All function.

You will manage the day-to-day running of the Achievement for All (AfA) room, and provide regulation support to students. This is a brand new role for the 2026/27 academic year.

Specific responsibilities

- Be responsible for maintaining the timetable for the AFA room, be aware of which students are in at which time.
- Liaise with the Assistant Headteacher for AFA, SENDCO, Assistant SENDCO and HLTA's regarding the day-to-day support of students in AFA.
- Support students with work they need to complete in AFA to ensure they are completing it to a high standard.
- Maintain the regulation area of AFA and be proactive in supporting students who come in to use the space.
- Co-ordinate Meet and Greets and Check-Outs.
- Plan and lead interventions for 1:1 and small groups.
- Lead and co-ordinate the regulation of all students who need support including SEND and CLA
- Work collaboratively with the Bridge provision, providing support in the Bridge where required.
- Support in the effective use of ICT in learning activities and develop students' competence and independence in its use.
- Promote self-esteem and independence and employ strategies to recognise and reward the achievement of self-reliance.
- Follow appropriate training and in line with whole school procedures, administer basic first aid and/or medication as required.
- Monitor and assess the progress of students who take part in interventions.
- Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.



“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”

- Mr Ahmed, Head of Years 9 and 10

AfA Department responsibilities

- To provide in-class support where required (including to support 1:1).
- Implement trauma-informed approaches to support emotional regulation and wellbeing.
- Provide inclusive support for pupils with a range of SEND needs.
- Contribute to planning, reviewing and supporting EHCP outcomes.
- Have a caseload of students and be responsible for monitoring and evaluating their progress through observation and planned recording of achievement against pre-determined learning objectives.
- Monitor and evaluate students' responses to learning activities. Provide objective feedback.
- Undertake routine marking of work accurately.
- Create and maintain an appropriate learning environment in the AFA room and in classrooms.
- Communicate effectively with teachers regarding work students are completing in AFA.
- Update strategies for students and communicate effectively with all stakeholders.
- Maintain an audit of equipment within the AFA room and be responsible for ordering additional materials where required.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Complete duties at break and lunchtime.
- Establish constructive relationships with external agencies and professionals, in liaison with the teacher to support the achievement and progress of students
- Assist with activities outside of the classroom where required.
- Accompany teaching staff and students on visits, trips and out-of-school activities where required.
- Act as cover, supervising whole classes occasionally during short term or unforeseen absences of teachers.
- Maintain good order to keep students on task both in lessons and in the AFA room.



“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”

- Mrs Carey, Library
Manager and Worship
Co-ordinator

Other responsibilities

- To model, implement and champion consistently the Brian Clarke Way across the school so that effective learning can take place
- To contribute to the school liaison and marketing activities, e.g. providing news for social media, the website, contributing to newsletters to parents.
- To contribute to the effective promotion of the Achievement for All department at open days and evenings/ information evenings and other events.
- To actively promote the development of effective links with external agencies and organisations.
- To understand the importance of inclusion, equality and diversity when working with students and with colleagues and promote equal opportunities for all.
- Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- Undertake any other additional duties commensurate with the grade of the post.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).



“As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career.”

- Ms Dickinson, Director of English



Learning Support Manager

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification – Learning Support Manager	Essential or Desirable	How identified Application (A) Interview (I) Test (T)
Qualifications		
NVQ 3 for Teaching Assistants or equivalent qualification up to degree level or relevant experience	E	A
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Has, or willingness to obtain, basic first aid and mental health first aid training	E	A/I
Training in relevant learning strategies, e.g. literacy/ Key Stage 3 and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc	D	A
Professional Knowledge, Skills and Experience		
Experience of working with children in an educational setting who have different individual needs	E	A/I
Experience of supporting learners on a 1:1 basis with a range of SEND and awareness of a variety of strategies to support learners with SEND including personal care	D	I
Experience of preparing/contributing to resources to support learning programmes	E	A/I
Experience of working in a team and individual working	E	A/I
Experience of keeping accurate and up to date records	E	A/I
Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities	E	A/I
Interpersonal & communication skills to build and maintain effective relationships with all students and colleagues and to be able to liaise sensitively with parents and carers	E	A/I
Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives	E	A/I
Self-reliance, resourcefulness and the ability to work on own initiative	E	A/I
Ability to embrace and utilise the latest technology to improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Experience of using ICT to support completion of work tasks	E	A/I
Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	E	A/I
Understanding of the principles of child development and learning processes	E	A/I
Understanding of the wider safeguarding agenda working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation and the responsibilities of the role within these for promoting students' welfare	D	A/I
Knowledge of a Community language, e.g. British Sign Language, Urdu, Bengali or Polish	D	A
Able to work flexibly as the workload demands (occasional out of hours working to support school events/trips)	E	A/I
Ethos		
Support and model the school's Christian ethos with integrity	E	A/I
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

How to apply

We only accept applications via our online portal, careers.cranmereducationtrust.com.

Applications must be received by
9am on Friday 19 June 2026

Interviews for this post will take place on
week commencing Monday 22 June 2026

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on hr@brian-clarke.org

We look forward to hearing from you!

