

WALBOTTLE CAMPUS

DIRECTORATE:	Education and Libraries
SCHOOL:	Walbottle Campus
POST TITLE:	Learning and Achievement Manager
SCALE:	TLR 1a
RESPONSIBLE TO:	Director of School
RESPONSIBLE FOR:	<p>To provide support to the Director of School to ensure that students within a cohort are supported academically, socially and emotionally in order to raise standards of learning and achievement:</p> <ul style="list-style-type: none"> ○ Leading learning – manage and monitor a variety of information, data and assessment strategies to ensure appropriate placement and strategies for students in the cohort ○ Leading staff – developing the teaching and tutoring practices of others and work with members of support staff and multi-agency teams to ensure effective strategies are in place to enable students to fulfil their potential ○ Leading student provision and development – responsibility for monitoring the curricular needs of individual students and advising them, their parents and teachers how individual learning programmes can be developed to match their needs ○ Leading student progress – lead the response to individual and groups of students through agreed criteria and suggested strategies through liaison and dissemination of best practice to ensure students maintain expected levels of attainment.
MAIN DUTIES:	The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Responsibilities:

1.1 Leading Learning

- To foster a climate of high expectation among staff and pupils.
- To work closely with the Director of School and Year Coordinator to coordinate procedures for recording and reporting on the progress and attainment of students in the cohort using a range of data with particular emphasis on the achievement of students and where this is below expected levels to implement effective strategies to ensure their progress improves.
- To work closely with the Director of School and Year Coordinator to ensure that students in the cohort are offered appropriate academic, social and emotional guidance, coaching and mentoring, in order to achieve expected outcomes.
- To have responsibility for coordinating, recording and communicating the results of whole-school half-termly assessments.
- To ensure that whole School policies, including those related to Special Educational Needs are carried out.
- To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the cohort, strategies to meet those targets.

1.2 Leading Staff

- To manage appropriate learning materials and support for the relevant team of Form Tutors.
- To liaise with relevant support staff and multi-agencies to ensure that the individual need of pupils are met eg EWS, Connexions, Student Support Managers.
- To ensure that the Director of School is informed regarding any case conferences about individual pupils and input to the CAF process as appropriate.

- To support new and newly qualified staff as required.

1.3 Leading Student Provision and Development

- To ensure relevant data is up-to-date for statistical returns and reporting to the Director of Learning.
- To manage the duty teams in relevant areas of the building.
- To ensure effective records are kept up-to-date on all pupils within a particular cohort.
- To ensure that assemblies are organised and coordinated and to lead assemblies as required.
- To ensure that relevant alternative curriculum initiatives are organised and to lead these, as appropriate.
- To ensure that Student Voice representation within a particular cohort is coordinated as required.
- To accept appropriate responsibility for Health and Safety procedures.

1.4 Leading Student Behaviour

- To manage and maintain an orderly environment and acceptable standard of student behaviour in the cohort, throughout the school and Community as appropriate.
- To ensure that work is carried out with individual pupils on matters of discipline and behaviour.
- To ensure that Exclusion Forms are completed in consultation with the Director of School and Year Coordinator as required.
- To ensure that, in consultation with the Director of School and Year Coordinator, dealing with issues connected with bullying/racism/equal opportunities according to LA/School policy and ensuring that those are reported and that appropriate remedial action is taken.
- To ensure that an appropriate response is given to local committees, enquiries and problems as required (Shopkeepers, Bus Companies, individuals etc.).
- To ensure effective and professional liaison with parent/carer over a range of issues regarding pupil progress, welfare and discipline is carried out.

JANUARY 2011