

## JOB DESCRIPTION

### JOB DESCRIPTION

**School:** The London Nautical School

### SECTION A:

Job Title:	Learning Support Centre Manager
Grade:	NJC band 5 – £26,544 - £28,005 (1.0 Fte)
Responsible to:	Assistant Head Teacher (Pastoral)
Working Hours	Term time (08:30 – 16:00 hrs) 35 hours per week. 30 minutes lunch break

### SECTION B:

Responsible for:  
Staff Supervised

N/a

### SECTION C:

#### PURPOSE OF POST

- To be responsible for the day to day running of the learning support centre.
- To support students who are in the Learning support Centre, monitoring the students who are removed and working with teaching and support staff to resolve issues and ensure that sanctions are followed up.

### SECTION D:

#### Main duties and Responsibilities/Functional Links

#### Core responsibilities

- To be responsible for the day to day running of the learning support centre and internal exclusion room as an integral part of the Behaviour Management system within the school
- To develop procedures and processes to enhance the delivery of the provision to meet the needs of the school in liaison with the Pastoral Team.
- To work with students in managing their behaviour and improving learning skills to enable them to access education and achieve their full potential.
- To ensure that those students who are in the learning support centre are provided with work that allows them to access and participate in the curriculum.
- To complement the professional work of teachers by taking responsibility for learning activities.
- To provide analysis of key data for Senior Leadership Team relating to the internal Exclusion, on- call and Department withdrawal sanctions and its effectiveness within the Behaviour Management System.
- To liaise with the Inclusion Manager and pastoral heads to trigger relevant interventions

- To initiate activities within the Internal Exclusion Room which ensure students have a sound understanding of their actions and the consequences of their actions
- To support those students who struggle with mainstream education to re-integrate and build the necessary skills in coping with day- to-day life at school
- To support students and work with students who have a low self-esteem, or those that are disaffected to develop and extend their confidence, self-image and motivation.
- To support and work with those students who are underachieving in their studies.
- To work with key professionals coordinating external placements where required.

#### **Other**

- To provide feedback to stakeholders on students conduct and work ethic.
- To promote the inclusion and acceptance of all students.
- To assess the needs of students and use detailed knowledge and specialist skills to support and develop their behaviour for learning.
- To complete all other tasks reasonably requested by line Management that fall within the nature and scope of the role.
- To undertake and pass all training associated with this role and also whole school initiatives.

#### **Data Protection**

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

#### **Equal Opportunities**

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

#### **Health and Safety**

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

#### **Safeguarding**

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority. To follow the guidelines relating to GDPR.

This post is subject to a six month probationary period with reviews at 2,4 and 6 months. Following a successful probationary period the post will become permanent.

**Functional Links**

- Headteacher
- Leadership Group
- Pupils
- Staff
- Outside Agencies

**SECTION E:** Other relevant matters

None

**SECTION F:** Signatures – Job Description discussed and agreed

Signature of Post Holder: .....

Date: .....

Signature of Supervisor:.....

(Line Manager)

Date: .....



	<ul style="list-style-type: none"> <li>▪ Ability to implement strategies and programmes which are reviewed regularly.</li> </ul>	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>▪ 5 GCSE Grade C or above (or equivalent)</li> <li>▪ A levels</li> <li>▪ Recent and relevant certificates of training</li> <li>▪ Willingness to undertake professional development</li> </ul>	Essential Desirable Desirable Essential
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>▪ Excellent pupil behavioural management skills</li> <li>▪ Ability to communicate effectively, both orally and in written form</li> <li>▪ Excellent inter-personal skills</li> <li>▪ Excellent time management and attendance</li> <li>▪ Commitment to the school and its pupils</li> <li>▪ Excellent attention to detail</li> <li>▪ The ability to work with minimum supervision</li> <li>▪ The ability to work within a team</li> </ul>	Essential  Essential Essential Essential Essential Essential Essential