

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Key Stage Learning Manager

GRADE: 6

REPORTS TO: Head of Key Stage

Job purpose: to provide and maintain an environment where students may learn and teachers teach most effectively and all are treated with respect. With responsibility for enhancing and co-ordinating provision for welfare, guidance and behaviour management including tracking pupil progress and help to identify pupil's achievement. In addition, be responsible for the implementation and management of all school policies relating to students.

This job is based at a school where the school is divided into two key stages - Key Stage 3 and 4 will be led by Head of each Key Stage and the Key Stage Learning Managers will work alongside each of them. The two key stages will be supported by a key stage administrator. Members of the Leadership Team will liaise with each key stage team as appropriate. The Assistant Head Teacher responsible for Inclusion will line manage both key stages.

PRINCIPAL RESPONSIBILITIES

- 1 To liaise with the Head of Key Stage and members of the Leadership Team to ensure the smooth running of the Key Stage.
- 2 To support students in their learning and encourage positive attitudes and behaviour in and around school by being available as the first point of contact throughout the day.
- 3 To liaise with individual teachers, tutors, departments and key stages in relation to behaviour and learning of individual students and/or groups of students.
- 4 To develop positive school/home relationships through prompt and effective communication with parents.
- 5 To help organise and attend target setting days, parents evenings, open evenings and celebration of achievement functions as appropriate to the key stage.
- 6 To be an active member of the internal STAR group and liaise with the SENCO, Attendance Administrator, Inclusion Mentor and external agencies as appropriate. Organise and attend multi-agency meetings to support individuals at risk as necessary.
- 7 To plan and deliver year group assemblies.
- 8 To attend key stage team meetings, inclusion team meetings, staff meetings and inset days.
- 9 To support the work of the form tutor and the delivery of PSD/Citizenship.

- 10 To co-ordinate the transition arrangements for Years 6/7, 9 and 11 – as appropriate to the key stage.
- 11 To liaise with parents, the Attendance Team and pupils concerning attendance and punctuality.
- 12 To contribute to the running of the behaviour system by working as part of a team administering the running of the school's detention system; monitoring internal and external suspensions and PSPs.
- 13 To maintain pupil assessment and progress records for all students to a standard to meet school requirements and Ofsted Inspection.
- 14 To encourage and develop parental contact with Form Tutors and others as appropriate.
- 15 To liaise with outside agencies, including assisting with the preparation of reports of various kinds.
- 16 To liaise with individual teachers and departments in relation to behaviour and learning of individual students and/or groups of students.
- 17 Arranging proactive programmes with groups of individuals, such as Anger Management and Building Self Esteem.
- 18 Attendance at relevant after school meetings.
- 19 Hold break and lunchtime detentions.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head of Key Stage or SLT