

## Job Description

<b>Role</b>	Learning Manager
<b>Department</b>	R.E.A.L Education Ltd, R.E.A.L Independent School, R.E.A.L Alternative Provision School
<b>Location</b>	Various
<b>Accountable to</b>	Head of Service

## Function of role

To coordinate and case manage the learning provision for students on personalised programmes, ensuring high levels of student engagement and achievement. To use a collaborative and multi-agency holistic approach to delivering an education curriculum which includes attention to health and safety awareness, risk management and the safeguarding of young people.

## Accountabilities

Act in accordance with the organisation's policies and procedures under the guidance of the designated Head of Service and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families in your care. Encourage their involvement in the decision making and management of learner programmes, ensuring regular home visits (where appropriate) and maintaining preferred methods of communication.

Coordinate (where appropriate) statutory responsibilities in relation to the delivery of compulsory education, for example, Annual Reviews; Education, Health and Care Assessments/Reviews; Person Centred Planning; ICPC/RCPC procedures.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults.

Be responsible for the day to day *guidance* of designated staff, providing regular support and supervision, lesson observations and informal visits. *Refer any designated staff to the Improvement Team, where relevant, in accordance with the organisation's procedures for quality assurance.*

Be responsible for the coordination of planning, preparation and delivery of designated individual learner programmes, using curriculum planning meetings and agreed progression and tracking tools to monitor outcomes. This also includes monitoring quality assurance through collaboration with curriculum leads, teaching staff, the choice of venues, and all other timetabled

activities. Ensure clear transition plans for those learners going onto other identified provision, including at post 16.

Be responsible for all aspects of learner health and safety, including using risk assessed venues, and informing the designated health and safety officer of any accidents or identified risks through the agreed significant incident reporting form.

Be responsible for the collection and completion of informed consent and the collation of pupil information in accordance with the Data Protection Act. Ensure the maintenance of the electronic central pupil data file, including running logs and relevant emails and provide clear audit trails for commissioning bodies

Carry out additional duties as reasonably requested by the Directors or designated Head of Service and be responsible for your own continuous professional development.

### **Performance indicators**

*Able to meet annual performance management criteria to a good or outstanding standard.*

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

*Able to demonstrate outcomes thinking through regular support and supervision.*

Achievement of positive outcomes for young people.

### **Key values and ethos of organisation**

Trust

Innovation

Achievement