

Post: Family Liaison Learning Community Manager
Pay Range: Band 6
Report to: Inclusion

Purpose of the role (job Statement)

Under an agreed system of supervision, take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning.

Main Duties

Leading Learning

- To foster a climate of high expectation among staff and pupils
- To work closely with the Inclusion Manager and the wider team around the child 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 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. Take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent.

Leading Staff

- Take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent. Lead on new student transitions and student/parent/carers visits to school.
- To liaise with school colleagues and multi-agencies to ensure that the individual needs of pupils are met
- To support the Designated Safeguarding Lead in overseeing the Welfare of students in school
- To attend case conferences about individual pupils and lead the TAF process as appropriate.
- To support new and newly qualified staff with Welfare responsibilities.
- Identification and provision of Welfare training needs.
- To attend to pupils' personal needs and to provide advice to assist in their social, health and hygiene development.
- To undertake comprehensive assessments of pupils to determine those in need of particular help.
- To support the staff team with development of Education Action Plans (IEPs)
- Take a lead role in the provision of support for pupils.
- Establish productive working relationships with pupils, acting as a role model.
- Engage with hard to reach pupils in outreach work
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Work closely with the pastoral team LCM Intervention team

Leading Student Provision and Development

- To coordinate supply of relevant data for statistical returns.
- To maintain effective pastoral records on all pupils within a particular cohort.
- To work with colleagues to organise and lead relevant alternative curriculum initiatives as appropriate.
- To coordinate Student Voice representation within a particular cohort as required.
- To accept appropriate responsibility for Health and Safety procedures.

Leading Student Engagement

- To maintain an orderly environment and acceptable standard of student behaviour in the cohort, throughout the school and Community as appropriate
- To work with individual pupils on matters of behaviour and needs.
- In consultation with the Inclusion Manager and DSL, 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 work closely with students and their families/carers to support engagement with school life and ensure effective two way communication between school and home

Line Management (Where Appropriate)

- Represent teaching assistants at teaching staff/management/other appropriate meetings.

Responsibilities

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and inclusion and ensure equality for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

This job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance.

Person Specification

JOB TITLE: Lead Pastoral Learning Mentors
GRADE: Band 6

Person Specification – Pastoral Lead Learning Mentor			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• full working knowledge of relevant policies/codes of practice/legislation. • working knowledge of national curriculum and other relevant learning programmes. • understanding of principles of child development and learning processes and, in particular, barriers to learning. • understanding and ability to apply knowledge of SEMH needs and trauma-informed, relational approach to supporting behaviour and individual needs • ability to plan effective actions for pupils at risk of underachieving. • understand range of support services/ providers. • ability to self-evaluate learning needs and actively seek learning opportunities. • ability to relate well to children and adults • work constructively as part of a team: understanding classroom roles and responsibilities and wider pastoral roles and your own position within these.	E E E E E E E E E	A I A I A I A I A I A I A I A I
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent and willingness to work towards NVQ level 4 or degree equivalent in relevant discipline/job role • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Training in relevant specialist areas relating to SEND, safeguarding adolescent development or other relevant area	E E D	A A A
Experience	• Experience working with children of relevant age • Experience of working with pupils with additional needs	E E	A I A I
Disposition	• Able to work on own initiative and as part of a team with minimal supervision. • A friendly, positive and flexible approach	E E	A I A I

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.