



Northern Education Trust – Job Description

Job Title:	Senior Learning Manager	JE Reference	JE408
Base:	Academy		
Reports to:	Deep Support Lead	Grade:	Grade 7, SCP 31 - 33
Service responsibility:		Salary:	£43,149 - £45,529 FTE
Additional:		Term:	37 hours, 41 weeks

JOB PURPOSE

- To provide strategic leadership of pastoral care, safeguarding, attendance, and behaviour across a Key Stage, ensuring all students can access learning and achieve their full potential
- To lead and coordinate intervention systems for vulnerable students and families, particularly those at risk of underachievement or harm
- To support and develop whole-school safeguarding practice, ensuring compliance and high-quality multi-agency working
- To line manage and develop pastoral staff, ensuring consistency, accountability, and impact
- To contribute to the wider leadership and continuous improvement of the academy
- The Senior Learning Manager will be a member of the Extended Leadership Team, contributing to whole-school strategic development and supporting the delivery of academy priorities, particularly in relation to safeguarding, behaviour, attendance and student welfare

JOB SUMMARY

Strategic Leadership & Whole-School Contribution

1. Lead, manage and advise pastorally across a key stage within the academy
2. Line manage, develop and performance management of Learning Managers
3. Lead staff training in supporting the pastoral care for student in the academy
4. Lead DEEP support intervention across a key stage, ensuring they are effective and accountable for the progress of students on the Vulnerable Student Register (VSR)
5. Contribute to the delivery of academy priorities and the Academy Development Plan
6. Promote high expectations, inclusion, and equal opportunities across all areas of the academy
7. Contribute to the development, implementation, and review of pastoral and safeguarding policies
8. Support the development of innovative and effective practice in pastoral care and student support
9. Participate in whole-school self-evaluation and improvement planning

Strategic Leadership & Oversight (Key Stage)

10. Lead pastoral provision across a Key Stage, ensuring high standards in:
 - Behaviour
 - Attendance

- Safeguarding
- Student welfare
- 11. Be accountable for outcomes across the Key Stage, including:
 - Attendance rates
 - Behaviour trends
 - Vulnerable student progress and engagement
- 12. Analyse and utilise data (attendance, behaviour, attainment) to:
 - Identify trends and vulnerable groups
 - Plan, implement, and evaluate targeted interventions
- 13. Identify emerging issues and develop effective, evidence-informed solutions

Safeguarding & Child Protection

- 14. Act as a key safeguarding lead within the academy, supporting the Designated Safeguarding Lead (DSL)
- 15. Oversee safeguarding practice across the Key Stage, ensuring:
 - Timely and appropriate referrals
 - Accurate, high-quality record keeping
 - Effective interventions and follow-up
- 16. Attend and contribute to:
 - Child Protection Conferences
 - Children in Need meetings
 - Team Around the Child meetings
- 17. Lead or coordinate multi-agency work where appropriate
- 18. Promote a strong safeguarding culture and contribute to staff training
- 19. Ensure safeguarding practice is consistently applied and quality assured

Attendance & Behaviour Leadership

- 20. Lead strategies to improve attendance, including:
 - Persistent absence
 - Truancy and punctuality
- 21. Oversee attendance systems, panels, and targeted interventions
- 22. Be accountable for behaviour standards across the Key Stage
- 23. Support complex cases, including:
 - Exclusions and reintegration
 - Behaviour and pastoral support plans
- 24. Ensure consistent implementation of behaviour systems across the Key Stage

Pastoral Intervention & Family Support

- 25. Lead targeted support for vulnerable students and families, including:
 - Pupil premium students
 - Looked after children
 - Students at risk of exclusion or harm
- 26. Oversee and coordinate referrals to external agencies and evaluate their impact
- 27. Work directly with families to:
 - Improve engagement
 - Remove barriers to learning
- 28. Act as Lead Professional where appropriate
- 29. Ensure effective early identification and intervention for students at risk

Leadership, Line Management & Staff Development

- 30. Line manage Learning Managers and/or pastoral staff
- 31. Provide:
 - Coaching, mentoring, and professional development
 - Performance management and support
- 32. Contribute to staff development through training and sharing best practice
- 33. Promote a culture of reflection, accountability, and continuous improvement

Multi-Agency & Partnership Working

34. Develop and sustain effective partnerships with:
 - Social care
 - Police
 - Local authority services
35. Coordinate and quality assure referrals and external interventions
36. Ensure the academy meets its statutory safeguarding and welfare responsibilities
37. Act as a key point of contact for complex and high-risk cases

Systems, Compliance & Quality Assurance

38. Ensure robust systems for:
 - Safeguarding recording and reporting
 - Attendance monitoring
 - Pastoral intervention tracking
39. Contribute to academy self-evaluation through data analysis and stakeholder feedback

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: