

Felpham Community College

Job Description

Learning Support Unit Manager

Core purpose:	To lead and manage the Learning Support Unit (LSU) in order to improve student behaviour, academic progress and well-being
Reporting to:	Deputy Headteacher and Headteacher
Hours:	37 hours per week term time only plus 5 INSET days
Grade:	Grade 7 (scp 23 – 26)
Grievance Officer	Headteacher

The Learning Support Unit (LSU) – Manager has responsibility to:

- Successfully lead and manage the LSU so it can fulfil its aims
- Line-manage and support the LSU Teaching Assistants so they can successfully perform their role
- Work directly with student so that they are able to engage in learning and succeed while in the LSU, and during reintegration
- Promote positive and effective relationships between home and school
- Establish positive and professional working relationships with students and staff
- Ensure that the school expectations are upheld
- Ensure the day-to-day smooth running of the LSU
- Work with and support students in the LSU
- Ensure students receive a broad and balanced curriculum within the LSU
- Prepare work and resources for students in the LSU
- Work with relevant staff to organise referrals/appointments etc
- Lead on setting targets and monitoring the progress on individuals/groups within the LSU
- Liaise as appropriate with external agencies
- Manage aspects of student behaviour and implement strategies to improve behaviour and learning
- Keep staff informed of relevant information relating to students
- Raise the profile of the LSU
- Communicate and met with parents/carers as appropriate to develop positive relationships
- Attend professional development sessions as appropriate
- Work with, and support, students as they reintegrate back into mainstream lessons
- Contribute to the health, safety and well-being of students
- Ensure the SLT member with LSU responsibility is kept aware of issues and progress of students
- Work with the SLT member with LSU responsibility to evaluate the effectiveness of the provision and develop strategic plans
- The Headteacher may from time to time ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, eight weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identity will also be required from the successful applicant. The college will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.

Person Specification –Learning Support Unit Manager

Attributes	Essential	Desirable
Physical make up	Professional appearance, conduct and demeanour	
Attainment	Excellent organisation skills Proven management skills	First Aid qualification
General intelligence	Have level 2 qualifications Able to take initiative and to develop a flexible approach Possess common sense.	
Disposition	Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner	
Circumstances	Proven record of attendance and punctuality	Current DBS Enhanced Disclosure Experience of working in a (secondary) school environment