

JOB TITLE:	LEARNING ZONE: Inclusion and Engagement Manager
SALARY:	KES/DC Grade 7: £22,542 - £25,647 p.a. pro rata or negotiable depending on experience
HOURS:	37 hours per week, (indicative 8.30 am – 5.00 pm) 40 weeks per year (term time only + one week)
RESPONSIBLE TO:	Assistant Headteacher
JOB PURPOSE:	To be responsible for managing and developing the Learning Zone to support the needs of students disengaged from learning.

Main Duties:

1. To develop and lead on alternative learning and personal development programmes for students in need of behaviour support in order to reengage them positively in learning and school life.
2. To actively work with pastoral leaders (Head of Year/SENCo) to design and implement individual support programmes for students in the Learning Zone (interventions may include social skills development, anger management, self-esteem, etc and can be adapted to suit student requirements)
3. To keep accurate records relating to the attendance and progress of pupils in the Learning Zone
4. To manage the LRC during some break time and lunch times to support students in engaging with their learning more independently
5. To liaise with our Heads of Year, SENCo and DSL regularly in order to identify appropriate students for intervention sessions
6. To attend meetings with external agencies, as appropriate and to report on/minute meetings as required
7. To ensure the Learning Zone is consistently a calm and purposeful place to be.
8. To liaise with parents as appropriate.
9. Where appropriate, to provide wider learning opportunities and activities beyond normal school hours.
10. To actively promote the rewards system and to support House Leaders in implementing reward schemes
11. To be responsible for health and safety within your working area and to report any concerns to your Line Manager.
12. To undertake any other duties as may reasonably be required by your Line Manager and/or Headteacher.

**Please note that there will be opportunities to develop the role and the Learning Zone dependent on candidate expertise*