TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL

Job Description for the Post of
Deputy Learning Support Unit (LSU) Manager

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Deputy Head: Pastoral Support and Student Standards, and the Learning Support Unit (LSU) Manager.

Main Purpose of the Job

To support the Learning Support Unit Manager in the day to day running of the LSU and assume responsibility in their absence.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To work alongside the wider pastoral team to develop positive relationships with students, positively encouraging and providing support.
3. To promote behaviour for learning strategies, and to create a nurturing, safe environment in which individuals can grow and learn, supporting individuals to change their behaviour and using rewards to promote positive behaviour.
4. To support the LSU Manager in the development and implementation of appropriate behaviour and restorative intervention programmes.
5. To support the most vulnerable students and their families to develop better learning, behaviour, student wellbeing and social strategies and so maximise their potential.
6. To work alongside the LSU Manager in communicating with parents, external agencies, and key staff in the school as appropriate.
7. To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. Contribute to the overall ethos and aims of the school.
8. To support the LSU Manager administratively as and when required.
9. To deputise for the LSU Manager in their absence.

10. To receive verbal and written referrals to the LSU from the Deputy Head, supporting the LSU Manager to set up meetings with parents and students and devise a programme of study.
11. Liaise with Subject Heads to continue to build up and review a resource bank of work for Year 7 to Year 13.
12. To support the LSU Manager in arranging for a phased return of students to lessons, eventually leading up to full time re-integration. Following this to briefly monitor student progress in lessons.
13. Ensure that appropriate resources for activities are in place, including the ordering of various items of stock.
14. Ensuring the good order of students in the LSU.
15. To work alongside the LSU Manager to ensure that the LSU is an attractive and welcoming learning environment.
16. To work alongside the LSU Manager to ensure that the LSU is projected in a positive light within school and beyond.
17. To develop a positive working relationship with all colleagues, partners and stakeholders.
18. To attend relevant INSET days for professional development and, where appropriate, cascade ideas to colleagues.
19. To undertake other duties as required in line with the grade and responsibilities of the post.

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