



Job Description

Position: **Learning Centre Manager –Individual Programmes, Day-to-Day Operations**

Tenure: Permanent, full-time position (1MU)

Responsible to: HOD Learning Support

Functional Relationships with: Learning Support Teacher(s) and Centre Teacher
Learning Centre Student Support Assistant
Correspondence Manager
Learning Centre Admin Assistant
Other Learning Support Staff as needed
School Teaching Staff as needed

PURPOSE

- To be responsible to the HOD Learning Support, for the day-to-day running of the Learning Centre programmes, and Learning Centre based support staff
- To organise, deliver and evaluate programmes of work for the students who are timetabled to work in the Learning Centre
- To oversee the work done by the Learning Centre Teacher and Learning Centre Student Support Assistants
- Line Manager for Learning Assistants who are classroom based

RESPONSIBILITIES AND KEY TASKS

- Teach department-based classes as allocated by Head of Department Learning Support
- Process Learning Centre Programme referrals and activate where appropriate
- Plan and activate an appropriate, needs-based programme for each student who is timetabled into the Learning Centre, based on data gathered and needs identified regarding that student, available through school records and other sources
- Create and provide appropriate resources for each student's programme
- In conjunction with the Learning Centre Teacher and Learning Centre Student Support Assistant(s), allocate, oversee tasks and work with each student on their programme, monitoring progress, reviewing and adjusting the programme regularly
- Have daily oversight over Learning Assistant(s) communication, professional development and timetables, in consultation with the HOD

- Liaise with teachers of students who are timetabled into the Learning Centre, when appropriate, so that there is a continuity of learning and a collaborative approach with each student
- Support the HOD in liaising with SLT, Deans, Counsellors, Careers staff for students who are timetabled into the Learning Centre, when appropriate
- Track, record and report, as required, including core generic Unit Standards, on the progress of students who are timetabled into the Learning Centre and ensure that these records are available to all those concerned with the students' needs and progress, including running records and other school-wide systems
- Evaluate the effectiveness of Learning Support programmes provided and re-plan on the basis of this evaluation
- Provide for the needs of non-timetabled (drop-ins) directed to the Learning Centre to work, ensuring that they have specific work to do and provide support if needed
- Create and maintain a positive and attractive learning environment for those working within the Learning Centre – both staff and students
- Meet regularly with the HOD Learning Support to report on progress within the Centre and to discuss concerns or issues
- Update the HOD Learning Support immediately on any more urgent issues
- Undertake any other tasks that the HOD Learning Support sees fit, in consultation with the HOD
- Attend meetings as required, including departmental, faculty, pastoral and other relevant meetings

PERSON SPECIFICATIONS

- Have very strong personal organisational skills and be able to multi-task, being able to prioritise as necessary and to work well under pressure
- Work efficiently and a willingness to complete tasks outside normal hours if required by arrangement
- Be technology savvy, and willing to take opportunities to develop IT skills
- Have high level of interpersonal skills in order to liaise well with all levels of management and staff
- Be a positive role model – supportive of the Burnside High School Way ethos, presenting a good image and treating staff and students with courtesy and respect
- Flexible and positive in terms of accommodating changes to tasks and duties within the job description

DECLARATION

I accept this position as offered. I have read the content of this job description and understand and accept its parameters.

Signature: _____

Date: _____