**Atkinson House School**

**Learning Community Manager**

**Published: 23 June 2020**

**Closing Date: 9:00am, 6 July 2020**

**Salary: Band 6**

**Required for: 1st September 2020**

From September there is an exciting opportunity to join our Learning Community Support Team that will form part of the support structure within Atkinson House School. We aim to appoint a Learning Community Manager who will drive and support both the Academic and Social and Emotional Mental Health development of all the students. We are looking for experienced practitioners who have a range of skills and experiences and who can join and compliment the new team.

Atkinson House remains Northumberland County Council’s only designated provision for pupils aged 11 – 16, with Social, Emotional and Mental health (SEMH). The school has always been designated to cater for boys and young men who travel into school from all over Northumberland. Our mission is to provide a high quality educational community which offers life-changing opportunities in a safe, creative and exciting environment.

Applications are invited from outstanding support practitioners who can demonstrate outstanding relationships and outcomes across Atkinson House School.You must also be able to demonstrate recent, successful impact within your current role.

The successful applicants will benefit from significant support from our Head Teacher and Leadership Team. A personalised CPD package will be provided to support your transition into the school.

**Learning Community Manager**

* We are looking to appoint a Learning Community Manager who will manage two to three Key Groups, alongside managing a Learning Community Support.
* Each Learning Community Manager will:

- Monitor and support attendance

- Build positive relationships with students and home

- Support safeguarding issues: work and attend meetings with internal and external agencies

- Respond to daily issues

- Work alongside the Educational Psychologist to create individual therapeutic intervention and support plans.

- Lead small groups / individuals with intervention within Social, Emotional and Mental Health

- Support specialists within their lessons

- Conduct outreach work.

* We are looking for candidates who have a strong understanding, who can relate to students with Social, Emotional and Mental Health and be an advocate for the students. This Support role is to build positive relationships with students within the Key Groups (and across the school), work with internal and outside agencies and have an ability / willingness to engage in proactive mentoring support for each student.

**For the post of Learning Community Manager, we aim to appoint someone who:**

* has a vision, energy and enthusiasm for education in general.
* has proven experience of working with students with Social, Emotional and Mental Health
* is an experienced and outstanding practitioner, with consistently high expectations for our pupils’ achievement, behaviour and personal development.
* will work as part of the strategic team to drive and lead school improvement.
* can inspire and motivate pupils and colleagues.
* can demonstrate consistently outstanding practice and support others.
* is committed to obtaining high standards of achievement and behaviour.
* will be confident in planning, assessing and target setting to meet the needs of all pupils throughout the school
* has excellent organisational and interpersonal skills.
* is fully committed to working collaboratively and to being an active, dedicated member of our team.
* will actively show initiative and work independently.
* is enthusiastic, flexible and committed to raising standards of attainment and achievement for all pupils
* is able to promote links with other schools and with the wider community.
* is willing to uphold and develop the ethos of Atkinson House School.

Atkinson House School. sets high expectations for staff and learners in order to meet our mission and raise standards. We safeguard and protect our students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

This posts are exempt from the rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Further information about the school can be found on our website.

An application pack, including an application form, is available by telephoning the school office, quoting the website vacancy number

Letters of application, (outlining the post(s) you are applying for, what skills and experiences you have to date that will make you the ideal appointment and why you want to work at Atkinson House School) along with completed application forms should be returned directly to the school by post and/or by e-mail, no later than **9am on Monday 6 July.** Successful shortlisted candidates will be contacted individually to inform them of their interview.

School Name: Atkinson House School

Full address: Pitt Lane, Front Street, Seghill.

Postcode: NE23 7EB

Tel.: 0191 2980838

e-mail: admin@atkinson.house

Website address: [Atkinsonhouse@northumberland.sch.uk](mailto:Atkinsonhouse@northumberland.sch.uk)

**Atkinson House School**

North Terrace, Seghill, Cramlington, Northumberland. NE23 7EB

**Tel:** 0191 298 0838 **Email:** [admin@atkinson.house](mailto:admin@atkinson.house)

**Head Teacher:** Paul Sampson **Chair of Governors:** David Harrison

**Welcome to Atkinson House…**

Atkinson House School first opened in September 2000, and we remain Northumberland County Council’s only designated provision for pupils aged 11 – 16, with Social, Emotional and Mental Health (SEMH). The school has always been designated to cater for boys and young men who travel into school from all over Northumberland. The whole ethos of the schools is based on care, responsibility and proactive behaviour management, where mutual respect is of prime importance.

The singularity of vision shared by staff enables us to provide the highest quality education and support for all our pupils.  Indeed, staff will always go ‘the extra mile’ to create a caring environment in which young people are encouraged to manage and overcome their difficulties within a climate that promotes curiosity and learning; enabling them to be the best they can be.  Our high expectations empower pupils to make outstanding progress academically, morally and socially.  In addition, we focus on their place in the community, encouraging their development into active and responsible members of society.

The website will give you some information about what we offer but the best way to get a ‘feel’ for Atkinson House School is to come and see for yourselves.  Please do get in touch to arrange a tour if you would like to come and see the school for yourself.

Should you decide that this post and that Atkinson House School is the right school for you then we would welcome your application by **9:00am on Monday 6 July 2020**. We ask that you complete the attached Application Form and write a letter, no more than two-sides of A4 outlining:

* Your vision for education within a school serving students with Social, Emotional and Mental Health.
* Your experiences to date and how they meet the job description; and
* Your experiences to date and how they will impact the students, parents/carers, staff and community at Atkinson House School.

We wish you well and look forward to hearing from you.

W P Sampson

Head Teacher

    

**Post: Learning Community Manager**

**Pay Range: Band 6**

**Report to: Assistant Head Teacher: Inclusion**

**Purpose of the role (job Statement)**

Under an agreed system of supervision, take a lead role within the school to address the needs of pupils who need

particular help to overcome barriers to learning.

**Main Duties**

**Leading Learning**

* To foster a climate of high expectation among staff and pupils
* To work closely with the Assistant Head Teacher; Inclusion and outside agencies to develop and implement strategies to improve attendance and behaviour and to monitor and evaluate the effectiveness of those strategies
* To work closely with the Assistant Head Teacher; Inclusion to ensure that students in the cohort are offered appropriate academic, social and emotional guidance, coaching and mentoring, in order to achieve expected outcomes.
* To work closely with the Assistant Head Teacher; Inclusion to coordinate procedures for recording and reporting on the progress, behaviour and attainment of students in the cohort.
* To have responsibility with the Learning and Achievement Manager for coordinating recording and communicating the results of whole-school half-termly assessments.
* To ensure that whole School policies, including those related to Special Educational Needs are carried out.
* To reinforce targets as set within the School Improvement Plan and develop, implement and monitor within the cohort, strategies to meet those targets.
* To use behaviour monitoring data to monitor individual and cohort performance.

**Leading Staff**

* To liaise with relevant support staff and multi-agencies to ensure that the individual needs of pupils are met eg Education Welfare Service.
* To oversee the Welfare of students in a particular cohort.
* To attend case conferences about individual pupils and lead the TAF process as appropriate.
* To support new and newly qualified staff with Welfare responsibilities.
* Identification and provision of Welfare training needs.
* To assist the Assistant Head Teacher; Inclusion Provision in arranging Home/School Liaison Days
* attend to pupils’ personal needs and to provide advice to assist in their social, health and hygiene development.
* undertake comprehensive assessments of pupils to determine those in need of particular help.
* assist the teacher with the development and implementation of individual education/behaviour/support/mentoring plans.
* take a lead role in the provision of support for pupils.
* establish productive working relationships with pupils, acting as a role model.
* engage with hard to reach pupils in outreach work
* arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils.
* take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent.
* provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.
* challenge and motivate pupils, promote and reinforce self-esteem.
* provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

**Leading Student Provision and Development**

* To supply relevant data for statistical returns.
* To maintain overview of duty teams in relevant areas of the building.
* To maintain effective pastoral records on all pupils within a particular cohort.
* To organise, coordinate and lead assemblies as required.
* To organise and lead relevant alternative curriculum initiatives as appropriate.
* To coordinate Student Voice representation within a particular cohort as required.
* To accept appropriate responsibility for Health and Safety procedures.

**Leading Student Engagement**

* To maintain an orderly environment and acceptable standard of student behaviour in the cohort, throughout the school and Community as appropriate
* To work with individual pupils on matters of discipline and behaviour.
* In consultation with the Assistant Head Teacher; Inclusion, dealing with issues connected with bullying/racism/equal opportunities according to LA/School policy and ensuring that those are reported and that appropriate remedial action is taken.
* Responding to the local committees, enquiries and problems as required (Shopkeepers, Bus Companies, individuals etc.).
* Liaison with parent/carer over a range of issues regarding pupil welfare, progress and discipline.

**Line Management (Where Appropriate)**

* line manage Learning Community Support
* represent teaching assistants at teaching staff/management/other appropriate meetings.

**Responsibilities**

* be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
* confidentiality and data protection, reporting all concerns to an appropriate person
* be aware of and support difference and ensure equal opportunities for all
* contribute to the overall ethos/work/aims of the school
* appreciate and support the role of other professionals
* attend and participate in relevant meetings, as required
* participate in training and other learning activities and performance development, as required.
* to undertake other duties and responsibilities as required commensurate with the grade of the post.

This job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance.