

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Ysgol Bryn Castell
POST:	Learning Recovery Manager
GRADE OF POST:	Grade 9
RESPONSIBLE TO:	Headteacher

JOB PURPOSE:

Under the direction of senior staff, coordinate and implement agreed programmes, provision and specialist care for pupils, who need help in overcoming barriers to learning, including developing their potential by raising standards of behaviour for learning, attendance and engagement.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Providing support for everyday pupil problems and incidents of challenging behaviour through the management, coordination and response to incidents including effective lines of communication between school and home and multi-agency colleagues as appropriate.
- Providing additional support and alternative approaches to learning and engagement including the supervision of pupils in both formal and informal activities/sessions as required and the implementation of strategies that secure high standards of behaviour and attendance.
- Assisting with the development and implementation of IBPs, IEPs, and other emotional literacy programmes to encourage engagement, self-confidence, independence and increasing levels of self-regulation.
- Investigate reported incidents of challenging behaviour including the analysis and monitoring of trends and patterns of behaviour and the management of effective solutions to promote independence and self-management of behaviour.
- Completing assessments and collecting pupil data, including providing information, reports and analysis on pupil behaviour, wellbeing, engagement and attendance using a range of data and programmes.
- Promotion of a purposeful, orderly, efficient and safe learning environment including safeguarding, confidentiality, data protection and health, safety and security, which allows equal opportunities for pupils to engage in learning.



- Participating in training and development activities in order to maintain own professional development and to enhance competence of own self and others.
- Undertaking any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the job description.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

Person Specification

Learning Recovery Manager

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> NVQ Level 4 or equivalent in a relevant discipline. Team Teach Accredited. Evidence of continued personal and professional development. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working with pupils within a Special School environment. Experience of working with pupils with challenging behaviour. Experience of delivering learning activities to individuals or groups of pupils. Experience of working in situations of high stress and being able to think clearly. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to form constructive working relationships and engage effectively with pupils, colleagues, parents/carers and others. Ability to communicate clearly and effectively. Ability to work in a confidential and sensitive manner in response to challenging issues and plan/organise workloads accordingly. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Good record-keeping and IT skills (across the full range of Microsoft Office packages and databases). • Ability to work flexibly and proactively. • Ability to assimilate and analyse information from a variety of sources. • Good problem-solving skills and the ability to identify practical solutions. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	