



Assistant Learning Manager Job Description

Post Title: Assistant Learning Manager

Reporting to: Learning Manager and Senior Leadership Team

Salary: 28,000-31,000 dependant on experience

Contract: Full-Time, Permanent

Start Date: January 2026

School: Phoenix Bay, The Pavillion, 3 Seale Hayne, Newton Abbot, TQ12 6NQ

Purpose of the Role

We are a nurturing, trauma-informed school where students with Social, Emotional, and Mental Health (SEMH) needs are empowered to thrive academically, socially, and emotionally.

As Assistant Learning Manager, you will play a pivotal role in supporting our students' personal, social, and academic development. You will assist in leading pastoral care, behaviour management, safeguarding, and SEND provision across the school. Your work will focus on building strong, trusting relationships with students, staff, and families, ensuring that every student is supported holistically and receives the care they need to succeed.

In this role, you will also act as Deputy Designated Safeguarding Lead (DDSL) and Assistant SENDCo, playing a key part in our safeguarding processes and supporting students with additional needs.

Key Responsibilities:

Pastoral Support and Leadership:

- Assist the Learning Manager in leading pastoral provision across the school, ensuring a relational, student-centred approach to support.
- Build strong relationships with students to promote personal development and well-being through daily interactions, structured interventions, and student advocacy.
- Monitor attendance, punctuality, behaviour, and student welfare, intervening early to address challenges and strengthen relationships.
- Collaborate with Lead Learners (tutors) to ensure that sessions are purposeful, supportive, and meet each student's social, emotional, and academic needs.
- Lead school activities, rewards programmes, and assemblies, incorporating relational practice to build a sense of belonging and community among students.

Safeguarding and Child Protection:

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead (DSL) in maintaining a strong safeguarding culture prioritising relational care.
- Respond promptly and appropriately to safeguarding concerns, liaising with external agencies and families to ensure effective intervention.
- Maintain confidential safeguarding records and contribute to safeguarding training for the staff team, always focusing on building supportive, trusting relationships with students.

- Promote safeguarding awareness and resilience-building strategies, creating an environment where students feel safe and supported to reach out when needed.

SEND Support:

- Support the SENDCo in identifying, assessing, and planning for students with SEND needs, ensuring each child receives the tailored support they need to thrive.
- Contribute to EHCP (Education, Health, and Care Plan) reviews, collaborating with parents, carers, and external agencies to provide well-rounded support that aligns with each student's needs.
- Ensure that SEND students are fully supported academically and emotionally, applying relational practice to foster trust and confidence, enabling them to engage fully in their learning.

Cover Supervision:

- Provide short-term cover for absent teaching staff, maintaining a positive learning environment and upholding high standards of behaviour and respect.
- Engage with students in a manner that fosters positive relationships and ensures continuity of support during cover lessons.

What We Offer:

- A supportive, passionate team that values relational practice in all areas of student development.
- Extensive CPD opportunities, including safeguarding and SEND leadership training.
- A culture that celebrates innovation, care, and commitment, where every staff member plays a role in transforming students' lives.
- The opportunity to make a meaningful difference every day, supporting students to reach their full potential.

Safeguarding Statement

Phoenix Bay School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. An enhanced DBS check and satisfactory references are a requirement for this post.

How to Apply

To apply, please send your application form to J.Sloane@phoenixbay.co.uk. For more information about our school, visit our website: www.phoenixbay.co.uk.

Join us at Phoenix Bay School, where we're dedicated to being More than just a school.

Person Specification

These qualities will be assessed from the application form submitted and responses made at interview

Job Title: Class Teacher

Criteria	Essential	Desirable
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	<ul style="list-style-type: none"> • Experience working with young people with SEMH and/or SEND needs, with a strong commitment to relational practice. • Strong knowledge of safeguarding and child protection processes, with the ability to act as Deputy Designated Safeguarding Lead (DDSL). • Excellent interpersonal and communication skills, with the ability to build strong, trusting relationships with students, staff, and families. • A calm, resilient, and solutions-focused approach to challenges, always prioritising positive relationships. • High levels of confidentiality, professionalism, and emotional intelligence. 	<ul style="list-style-type: none"> • Previous experience as a safeguarding officer or Deputy DSL. • Knowledge of SEND processes and EHCPs. • Experience working in a specialist, trauma-informed, or therapeutic setting.
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