

Job Description: Learning Manager

Title: Learning Manager

Salary Grade: Band F (scale points 8 – 13)

Contract Type: Permanent, Term-time

Responsible to: Lead Learning Manager

General Description: To supervise whole classes during the short-term absence of a teacher. To undertake non-teaching duties as directed during non-cover lessons.

Summary of Key Tasks:

1.	Responsibilities/Key Tasks
1.1	<ul style="list-style-type: none"> • To cover lessons for teaching staff who are absent. • To give instructions for the lesson as provided by a teacher. • To manage classroom organisation by maintaining good order and keeping students on tasks. • To supervise students sitting examinations ensuring that examinations comply with Exam Board Regulations. • To provide administrative and/or technical support across the school. • To follow the school behaviour policy. • To participate in the school's procedures for performance management
1.2	<p><u>Support for students:</u></p> <ul style="list-style-type: none"> • Supervise students engaged in learning activities. • Act as a role model and set high expectations of conduct and behaviour. • Promote the inclusion and acceptance of all students within the classroom. • Keep students on task and respond to general queries.
1.3	<p><u>Support for the teacher:</u></p> <ul style="list-style-type: none"> • Provide objective and accurate feedback to the teacher on the conduct of the lesson. • Keep appropriate records as agreed by the teacher. • Promote good behaviour, dealing promptly with conflict and incidents in line with the school policy. <p>NB You will not be required to undertake any planning, teaching, or formal reporting of achievement.</p>
1.4	<p><u>Support for the school:</u></p> <ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices. • Be aware of and comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection. • Participate in training and other learning activities as required. • Attend relevant briefings and school meetings as required.
1.5	<p><u>General points:</u></p> <ul style="list-style-type: none"> • The above duties are not exhaustive and may vary without changing the character of the job or level of responsibility. • The duties may involve having access to information of a confidential nature which

	<p>may be covered by the Data Protection Act. Confidentiality must be maintained at all times.</p> <ul style="list-style-type: none"> To have a flexible approach to work as the post holder may be required to alter their hours to meet the operational needs of the school.
2.	Aptitudes
5.1	Communicate effectively with staff, students and parents.
5.2	Work under pressure.
5.3	Organise and develop effective systems.
5.4	Be supportive of an effective safeguarding culture within the school.
5.5	Relate well to young people.
5.6	Relate well to adults.
5.7	Ability to discuss child related issues with teachers and other professional staff
5.8	Engender trust and respect from students and colleagues.
5.9	Prioritise and plan to ensure completion of tasks.
5.10	Take initiative and work independently.
5.11	Take responsibility for personal CPD needs.
5.12	Work well as part of a team.
5.13	Evaluate achievements and deliver improvement.
5.14	Experience of working with children (desirable).
3.	Skills
5.1	Good numeracy/literary skills
5.2	Good level of ICT competence (Microsoft Office & knowledge of databases)
5.3	Excellent communication skills
5.4	Negotiation skills.
5.5	Time planning.
5.6	Problem solving.
4.	Characteristics
6.1	Excellent attendance record.
6.2	Sense of humour.
6.3	Committed to achieving success.
6.4	Willingness to be flexible and work to meet the best interests of the school.
6.5	Self-motivated.
6.6	Team worker.

Job Description Prepared By: Rob Williams

Date: 11th March 2009

Reviewed: 11th September 2012

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: