

## BUSINESS LEARNING MANAGER

### JOB DESCRIPTION

**Salary:** £33,000-£50,809 per annum (pay award pending)

**Responsible to:** Business Team Leader

#### Key Responsibilities

- Plan, organise and deliver a world class learning programme that guides and encourages learners to develop and fulfil their academic potential in Business at pre-16 and in the sixth form, including leading/supporting Business challenges, and develop learners' passion and desire to continue their studies in Business at post-16 and beyond.

#### Generic Requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.
- Be prepared to work 'across the piece' being flexible and interested in other areas of The JCB Academy.
- Work at all times to the standards as set out in the Staff Code of Conduct.

#### Specific Requirements of Post

- Deliver outstanding learning experiences for young people that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for young people.
- Identify opportunities within the curriculum to provide value added experiences, creating and maintaining relationships with Challenge Partners to support in delivery of this.
- Develop schemes of work in conjunction with relevant staff.
- Plan for all lessons by using adaptive teaching to suit the needs of the learners in each group, conforming to the requirements of The JCB Academy.
- Establish and communicate clear objectives for all learning activities.

- Prepare thoroughly and at all times for learning activities.
- Provide a variety of learning materials and resources for use in educational activities, and identify and select different resources and methods to meet learners' varying needs.
- Use relevant technology to support the learning process and ensure that all such learning resources are available to learners.
- Observe and evaluate learners' performance and development.
- Set and grade learners' work, provide appropriate feedback and encourage and monitor the progress of individual learners, in line with the academy's Assessment Policy.
- Maintain accurate and complete electronic records of all learners' progress and development and update all necessary records accurately and completely as required.
- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Perform certain pastoral duties including, but not limited to, learner support, counselling learners with academic problems, and providing learner encouragement.
- Participate in extra-curricular activities such as social activities, sporting activities, clubs, learner organisations and residential.
- Participate in subject, academy and parent/carer meetings, and communicate necessary information regularly to learners, colleagues and parents/carers regarding learner progress and learner needs.
- Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to schemes of work and lesson plans as appropriate.
- Undertake duties in accordance with the duty rota.

### **Key Accountability Measures**

- All learners and groups taught achieve at least 80% progress.
- 80% of learners enjoy their Business lessons.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Suitable degree.</li> </ul>	<ul style="list-style-type: none"> <li>Business degree.</li> <li>Teaching qualification or equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Teaching or industry experience related to business.</li> </ul>	<ul style="list-style-type: none"> <li>Development of partnerships with business and/or the community.</li> </ul>
<b>Core Professional Competencies</b>	<ul style="list-style-type: none"> <li>Sets high expectations and fosters a culture of continuous improvement.</li> <li>Builds a professional learning community.</li> <li>Builds positive relationships with all stakeholders.</li> <li>Develops and modifies the curriculum.</li> <li>Understanding of the national curriculum and vision for the future.</li> <li>Understands how to modify teaching and learning to meet the needs of the most able and those with special educational needs.</li> <li>Prepared to take risks and learn from mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>Potential to grow into an outstanding leader.</li> </ul>
<b>Generic Competencies</b>	<ul style="list-style-type: none"> <li>Learner focused.</li> <li>Enthusiastic.</li> <li>Effective interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>Creativity in problem solving.</li> <li>Adaptability.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of continued professional development.</li> </ul>	