

## JOB DESCRIPTION

<b>Job Title:</b>	<b>ENGINEERING LEARNING MANAGER (PRE-16)</b>
<b>Responsible to:</b>	Engineering Leads
<b>Salary:</b>	JCBA1-16-24 £34,320-£52,841 per annum
<b>Contract:</b>	40.42 hours per week Occasional evening/weekend attendance, e.g. supporting parents' evenings, Saturday open day and Saturday learner induction days.

*This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.*

### Key responsibilities

- Plan, organise and deliver an appropriate learning programme that guides and encourages learners to develop and fulfil their academic potential in engineering.

### 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 responsibilities and duties

- Deliver outstanding learning experiences for learners that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for learners under the guidance of the relevant team leader/director.
- Develop schemes of work/programmes of study which are relevant to the stage and the development of learners with the guidance of the relevant team leader/director.
- Develop rich and relevant lessons which conform 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.
- Keep up to date with developments in the subject area, teaching resources and methods, and make relevant changes to schemes of work and lesson plans as appropriate.
- Ensure support staff are fully briefed on the roles they will undertake in supporting the learning process.
- Be responsible for the academic achievement of learners within the relevant teaching group, including observing and evaluating learners' performance and development, setting and grading learners' work, providing appropriate feedback and encouraging and monitoring the progress of individual learners.
- Maintain accurate and complete electronic records of the progress of all learners within the relevant house group.
- 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.
- Be responsible for the behaviour of learners within the relevant teaching group and take appropriate action as required to support learners and staff.
- Participate in extra curricular activities such as social activities, sporting activities, clubs, learner organisations, residentials and enrichment days.
- Participate in subject and school meetings, parent/carer meetings and communicate necessary information regularly to learners, colleagues and parents/carers regarding learner progress and learner needs.
- Carry out additional tasks at the request of the Principal.

### **Key accountability measures**

- 90% of learners to gain a pass grade or higher in engineering qualifications.
- 80% of learners enjoy their Engineering lessons.

## PERSON SPECIFICATION

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CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• Relevant and substantial experience or technical knowledge of one or more of the following areas:               <ul style="list-style-type: none"> <li>➢ Design &amp; technology</li> <li>➢ Electrical installation</li> <li>➢ Electronics</li> <li>➢ Engineering design</li> <li>➢ Engineering mathematics</li> <li>➢ Logistics</li> <li>➢ Maintenance</li> <li>➢ Manufacture</li> <li>➢ Materials</li> <li>➢ Mechatronics</li> <li>➢ Product design</li> <li>➢ Production/technical skills</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Relevant technical qualification at level 4 or above.</li> <li>• Suitable degree or higher.</li> <li>• Teaching qualification or equivalent.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a technical training/educational setting</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• At least two years' workplace experience related to engineering, product design or production.</li> </ul>	<ul style="list-style-type: none"> <li>• Good/outstanding teacher.</li> <li>• Good/outstanding results.</li> <li>• Ability to contribution to extra-curricular activities.</li> </ul>
Core Professional Competencies	<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>• Understands the effective delivery of engineering.</li> <li>• Has the potential to grow into an outstanding teacher.</li> </ul>	
Work related requirements of the post.	<ul style="list-style-type: none"> <li>• Be committed to The JCB Academy's vision of <i>changing lives by developing the engineers and business leaders of the future</i> and demonstrate a commitment to being part of a successful team.</li> </ul>	