JOB DESCRIPTION	
Job Title:	**ENGLISH LEARNING MANAGER**
Responsible to:	**ASSOCIATE DIRECTOR OF ENGLISH AND TEACHING & LEARNING**
Salary:	JCBA1-16-24 £34,320-£52,841 per annum
Contract:	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 English at pre-16 and in the sixth form.

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 Associate Director of English and Teaching & Learning and/or Principal.

Key accountability measures

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

PERSON SPECIFICATION	
Job Title:	**ENGLISH LEARNING MANAGER**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	• Suitable degree.	• English degree. • Teaching qualification or equivalent.
Experience	• Good teacher. • Good results. • Contribution to extra-curricular activities.	• Outstanding teacher. • Outstanding results. • Experience of teaching English Literature at advanced level. • Development of partnerships with other schools, business and the community.
Core Professional Competencies	The successful candidate will be skilled at: • Setting high expectations and fostering a culture of continuous improvement. • Building a professional learning community. • Building positive relationships with all stakeholders. • Developing and modifying the curriculum. The successful candidate will: • Have an understanding of the national curriculum and vision for the future. • Understand how to modify teaching and learning to meet the needs of the most able and those with special educational needs. • Have the potential to grow into an outstanding leader. • Be prepared to take risks and learn from mistakes.	

Generic Competencies	• Learner focused. • Enthusiastic. • Effective interpersonal skills. • Empathetic and a good listener.	• Creativity in problem solving. • Adaptability.
Work related requirements of the post.	• Be committed to The JCB Academy's vision of *changing lives by developing the engineers and business leaders of the future* and demonstrate a commitment to being part of a successful team.	