

ENGLISH LEARNING MANAGER

JOB DESCRIPTION

Salary: JCBA-1 E/F: £33,000-£50,809 per annum

Responsible to: Associate Director of English and Teaching & Learning

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 KS4.

Generic Leadership 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 Duties/Responsibilities

- Deliver outstanding learning experiences for learners that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for learners.
- Develop lesson plans for all lessons, which conform to the requirements of The JCB Academy.
- Ensure classroom support plans are in place for each teaching group.

- 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, residentials and enrichment days.
- Participate in subject, academy and parent meetings, and communicate necessary information regularly to learners, colleagues and parents 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.
- Carry out additional tasks at the request of the Associate Director of English and Teaching & Learning and/or Principal.

Key Accountability Measure

- All learners and groups taught achieve at least 80% progress.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Suitable degree. | <ul style="list-style-type: none"> • English degree. • Teaching qualification or equivalent. |
| Experience | <ul style="list-style-type: none"> • Good teacher. • Good results. • Contribution to extra-curricular activities. • Experience of teaching English language GCSE. • Experience of teaching English literature GCSE. | <ul style="list-style-type: none"> • Outstanding teacher. • Outstanding results. • Experience of teaching AQA specification English language GCSE and English literature GCSE. |
| Core Professional Competencies | <p>The successful candidate will be skilled at:</p> <ul style="list-style-type: none"> • 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. <p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have an understanding of the national curriculum and vision for the future. • Understand how to modify teaching and learning to meet the needs of gifted and talented learners and those with special educational needs. • Have the potential to grow into an outstanding classroom practitioner. • Be prepared to take risks and learn from mistakes. | |

| | ESSENTIAL | DESIRABLE |
|---------------------------------|---|--|
| Generic Competencies | <ul style="list-style-type: none"> • Learner focused. • Enthusiastic. • Effective interpersonal skills. • Empathetic and a good listener. • Consultative leadership style. | <ul style="list-style-type: none"> • Creativity in problem solving. • Adaptability. • Effective communicator. |
| Professional Development | <ul style="list-style-type: none"> • Evidence of continued professional development. | |