THE JCB ACADEMY

LEARNING MANAGER – ICT & BUSINESS

JOB DESCRIPTION

Salary: JCBA Grade E/F: £28,826 - £43,067 per annum
(dependent on qualifications and experience)

Terms and Conditions of Employment (key points):
- 200 learner contact days per year.
- Staff work hours: 08:20 until 17:10 Monday to Thursday with a 15:55 finish on Friday.

Key Responsibilities:
- Plan, organise and deliver ICT, computing and business to learners across the age and ability range.

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.

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Specific Requirements of Post:

- Deliver outstanding learning experiences for young people that engage and excite.

- Keep up-to-date with developments in ICT, computing and business by attending relevant courses.

- Plan, prepare and deliver learning activities that facilitate active experiences for young people.

- Identify and maintain relationships with Challenge Partners.

- Develop schemes of work in conjunction with the relevant Team Leader.

- Develop lesson plans for all 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.

- 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 JCB 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 residentials.

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- 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.

- Carry out additional tasks at the request of the Principal.

Key Accountability Measures:
- All taught learners make at least expected progress.
- A rich, relevant and successful ICT curriculum delivered and in place.
- All taught learners enjoyment and engagement to be broadly positive.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	• ICT/computing related degree. • Teaching qualification or equivalent.	• Ability to teach KS4 Business • Masters degree.
Experience	• Good teacher. • Good results. • Contribution to extra-curricular activities.	• Outstanding teacher. • Outstanding results. • Industrial experience
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: • Experience of arranging guest speakers, educational visits and work experience. • Outstanding knowledge of ICT, business and enterprise education at all levels, including vocational pathways. • An understanding of learning models such as Rosenshine's Principles of Instruction and Teaching Walkthrus.

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	The successful candidate will: • Have an understanding of ICT within the 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 leader. • Be prepared to take risks and learn from their mistakes.	
Generic Competencies	• Learner focused. • Enthusiastic. • Effective interpersonal skills. • Empathetic and a good listener.	• Creativity in problem solving. • Adaptability. • Effective communicator.
Professional Development	• Evidence of continued professional development.	

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