



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

Lead Learning Manager

Required from September 2024

Closing date: Tuesday 2nd July 2024 at 9am

Interview date: Tuesday 9th July 2024



Malton School

A Specialist Science School

Malton School is looking for an enthusiastic and well organised person to lead our Learning Managers team. The role is integral to the smooth running of the school day, working closely with the Cover Manager, scheduling the team to cover areas of need and ensuring that the highest standards of education are delivered in the absence of the member of teaching staff. Learning Managers are assigned to a faculty and work alongside the teachers to support young people in lessons and contribute to both the academic and social development of students. Our Learning Managers team has a wealth of experience in teaching and supporting roles and has an excellent reputation within the school for their hard work, dedication and "Can-do" attitude.

To be considered for the role of Lead Learning Manager you will:

- Have a strong grasp of IT systems and a high standard of numeracy and literacy
- Be able to organise and prioritise a busy workload and lead a team
- Have a great rapport with both students, staff and the school community—acting as a positive role model
- Have a good understanding of Child Protection and Safeguarding
- Communicate effectively with staff at all levels within the school.
- Ensure that students maximise every opportunity to achieve academically and personally.
- Be an excellent team player.

For the successful candidate we offer:

- A welcoming school where staff / student relationships are excellent.
- A vibrant, supportive community which engenders a real sense of belonging.
- The opportunity to join a friendly and supportive team.
- A varied and interesting role.

Job Title

Lead Learning Manager

Reports to

Assistant Headteacher—Curriculum

Grade

Grade G, Scale Points 13-18
Full Time (37 hours per week), Term-time only
(incl. training days) £26,879—£29,269 per annum FTE

Additional Information

Completed application forms should be posted or emailed to:

Claire Hardware, Headteacher's PA & HR Manager

Malton School

Middlecave Road
Malton
North Yorkshire
YO17 7NH

Email: cmh@malton.pmat.academy

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required.

As part of our due diligence process an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806000.



About Malton School



Malton School

A Specialist Science School

A small, friendly school providing a happy environment for personal development

Malton School serves a wide rural area of Central Ryedale, as well as the town of Malton itself. We currently have 1059 students on roll, including 263 in the Sixth Form; there are 62 teaching staff and 72 support staff. We are fully comprehensive. Our staff student relationships are excellent. Behaviour is extremely good. Most of our students move on to university and many of them to Russell Group universities. We offer a very happy and supportive community in which colleagues can further develop their career. The school is over-subscribed.

The school operates an iPad for Learning Scheme. Every member of staff has an iPad as well as a laptop and all students have an iPad.

The school has recently joined the [Pathfinder Multi Academy Trust](#) and [Teaching School Hub](#) and we are also a member of the [Red Kite Teaching School Alliance](#). We share staff development programmes and opportunities within the MAT and the alliance, including leadership development and support for early career teachers.

Benefits of working at Malton School

The school prides itself in being a supportive employer, offering favourable terms and conditions to facilitate outstanding teaching and learning. Some of the main additional benefits of working at Malton School include:

- PPA above the national expectation in response to staff delivery of a Personal Development Activity (PDA – see below).
- A strong bespoke staff development programme for all staff.
- Access to Employee Assistance Program
- Apple Distinguished School – your practice will be enhanced by having an iPad to utilise in the classroom.
- Membership of the Red Kite Teaching School Alliance.



Malton School was judged Good with Outstanding Sixth Form Provision in December 2023





The Learning Managers Team

The Learning Manager team consists of 5 colleagues, each of whom are attached to one of our 5 faculties: Communications (English and MFL), Maths, Business and Computing, Science, Humanities and Performance and Creative.

The team works together to deliver cover in the absence of teaching colleagues. They also provide administrative, technical and in-class support within their faculties. Many of the team have a small teaching load of their own and if this is agreed, it is paid at a teaching rate and therefore enhances the annual salary. This isn't a requirement and it can be varied, by agreement, from year to year.

The School Library

Our school library aims to encourage pupils to take a natural interest in reading. We actively select and curate physical and digital resources to meet the school community's needs, provide activities, organise events, promote the book collection, and deliver information and digital literacy skills. The library creates a wonderfully inspiring space that supports reading, learning and the wellbeing of our students.

The School Curriculum

We operate a four-period day within a ten-day cycle. Each lesson is 75 minutes long. Students have 26 hours curriculum time each week, with the extra hour on a Thursday set aside for personal development (see below).

Key Stage 3

Students are placed in mixed-ability form groups. In Year 7, teaching is in mixed ability groups. In Years 8 and 9 setting is for Science, Maths and the group of subjects English, Geography, History, French and Religious Education.

Key Stage 4

English (including Literature) Maths, Double Science, Religious Studies and Physical Education are compulsory. Students then choose four further options subjects (10% of curriculum time each). Where students choose triple science, this takes up one of their 4 option blocks.

Key Stage 5

Advanced Level courses are currently taught in Biology, Chemistry, Computer Science, Design Technology, Economics, English Literature, Fine Art, French, Geography, History, Maths, Maths (Further), Music, Photography, Physics, Physical Education, Politics, Psychology, Religious Education and Sociology. BTECs are offered in Food Science, Health and Social Care, and Sport and Cambridge Technicals are offered in Information Technology, Business Studies, Digital Media and Performing Arts. Re-sit GCSE courses are also offered in English and Maths, together with an open access provision for IT skills acquisition.

Personal Development Activity

One hour per week is devoted to personal skills development. Staff offer nearly 40 different courses. Students choose a different course each term. The scheme is focused on character education and the development of the whole child. New members of staff would be expected to contribute to this programme.

Citizenship

Citizenship is taught to all in Years 7 to 9 for one period per fortnight. This builds on a well-established programme of Personal & Social Education, complementing tutorial work and linking into the Careers programme.

Academic Structure

The academic work of the School is structured in Faculties. Each Faculty is led by a Faculty Leader and an Assistant Faculty Leader. In-service training is managed in consultation with Faculty Leaders. Funding for books and equipment is derived from a formula which takes account of the numbers and ages of students as well as the nature of the subject. Faculties are also able to bid annually for additional funding from the School budget, the Endowment, and the PTA.

The School Site

We are fortunate to enjoy a large site on the edge of Malton with views of both the North York Moors and the Yorkshire Wolds. The sports field accommodates three hockey, four football, one rugby pitch, one cricket pitch and an athletics track as well as hard court tennis courts / netball courts. Staff can use our sports facilities in the excellent sports centre. There is plenty of parking space for staff.

Malton School was founded in 1547, becoming a comprehensive school in 1971 with the merger of the original grammar school and the neighbouring county modern. The two buildings, known as East and West Wings, date from 1911 and 1958. As far as possible, subject departments are housed in one wing. Most members of staff are based permanently in one room.

We opened a new Science block with four new laboratories in 2004 on becoming a specialist Science School, resulting in a total of eight laboratories and associated preparation rooms. Our Food Technology rooms were totally re-furbished in 2011. In February 2011 Archbishop Sentamu opened a community sports centre and full-sized, floodlit, astroturf pitch on the school site, providing us with the best P.E. facilities in the area. A dance and drama studio was opened in September 2013. Fully refurbished DT rooms opened in September 2016. A new 4 classroom Humanities block was opened in September 2021. We are looking forward to an improved library and set of music facilities in September 2024.



Pathfinder

Multi Academy Trust

About Pathfinder Multi Academy Trust

Providing an excellent education from age 2 to 19



Setting the course

Formed in August 2016, Pathfinder is a successful well-established Multi Academy Trust serving more than 6,000 children and their families.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high



Leading the way

quality teaching and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our pupils. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.



Serving and inspiring

Pathfinder Multi Academy Trust schools



ACOMB PRIMARY SCHOOL



Archbishop Holgate's School

A Church of England Academy Founded 1546



Badger Hill
PRIMARY SCHOOL



**Clifton with
Rawcliffe**



Hempland
Primary School



Heworth
Church of England Primary School



Huntington
PRIMARY ACADEMY



Malton School
A Specialist Science School



New Earswick
Primary School



Poppleton Road
Primary School



Rufforth
Primary School
· Inspire · Care · Grow ·



St Barnabas
CHURCH OF ENGLAND PRIMARY SCHOOL



St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL



Tang Hall
Primary School



Job Description

Main Purpose of Job

To lead the Learning Manager team in supervising whole classes during the short-term absence of teachers. To undertake non-teaching duties as directed during non-cover lessons.

Tasks/Responsibilities of a Lead Learning Manager

- To lead the Learning Manager Team.
- To liaise with teaching staff on the appropriate setting of cover work.
- To coordinate the work of the Learning Manager Team, organising their work and links with faculties, in liaison with the Headteacher's PA.
- To deputise for the Headteacher's PA, in their absence, for the setting and allocation of cover lessons.
- To act as a role model for the Learning Manager Team and to coordinate the sharing of best practice.
- To support the effective induction of new Learning Managers.
- To provide coaching support for Learning Managers as appropriate.
- To line manage and performance manage members of the Learning Manager Team.
- To cover lessons for teaching staff who are absent.
- To give instructions for the lesson as provided by a teacher.
- To manage classroom organisation by maintaining good order and keeping students on tasks.
- To supervise students sitting examinations ensuring that examinations comply with Exam Board Regulations.
- To provide administrative and/or technical support across the school.
- To follow the school behaviour policy.
- To participate in the school's procedures for performance management

Support for Students:

- Supervise students engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.
- Keep students on task and respond to general queries.

Support for the Teacher:

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed by the teacher.
- Promote good behaviour, dealing promptly with conflict and incidents in line with the school policy.

NB You will not be required to undertake any planning, teaching, or formal reporting of achievement.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
- Be aware of and comply with policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection.



Tasks/Responsibilities of a Lead Learning Manager Continued

- Participate in training and other learning activities as required.
- Attend relevant briefings and school meetings as required.

General Points

- The above duties are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- To have a flexible approach to work as the post holder may be required to alter their hours to meet the operational needs of the school.

Aptitudes

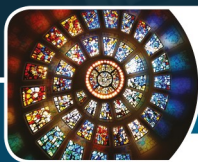
- Communicate effectively with staff at all levels within the school.
- Work under pressure.
- Organise and develop effective systems.
- Relate well to young people and adults.
- Be supportive of an effective safeguarding culture within the school.
- Ability to discuss child related issues with teachers and other professional staff
- Engender trust and respect from students and colleagues.
- Prioritise and plan to ensure completion of tasks.
- Take responsibility for personal CPD needs.
- Work well as part of a team.
- Evaluate achievements and deliver improvement.
- Take initiative and work independently.
- Work to high levels of accuracy.
- Prioritise and plan to ensure completion of tasks.
- Empathise and interact with young people in an appropriate manner.
- Experience of working with children (desirable).

Skills

- Leadership and management skills
- Good numeracy and literacy skills
- Good level of ICT competence
- Problem solving.
- Negotiation.
- Time planning.
- Organisational/administrative.
- Forward thinking.
- Communication.
- Ability to work positively and effectively with young people.

Characteristics:

- Excellent attendance record.
- Hard working.
- Willingness to be flexible and work to meet the best interests of the school.
- Self motivated.
- Team worker.



Benefits of working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Staff benefits platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



Lifestyle savings

Save on everyday essentials, enjoy money off at the movies and browse frequently updated deals across retail, food, shopping, travel, family essentials, dining out, leisure activities and much more. The lifestyle savings benefits include:

- Frequently updated discounts from the UK's leading retailers
- Updates to offers and discounts sent directly to your email
- New offers, brands, retailers and discounts added on a weekly basis

Home and electronics

Spread the cost of purchasing a range of tech, homeware and essential appliances from Currys, John Lewis and more with payments taken automatically from your salary. The home and electronic benefits include:

- An alternative to expensive credit cards and pay day loans with no deposit or credit check required
- Spread the cost of essential items via fixed monthly salary reductions
- Access a huge range of products for the home and garden including the latest tech products
- Fast home delivery within days of authorisation

Cycle to work

Save up to 42% on the latest bikes, high-vis clothing and safety accessories for your commute to and from work. The cycle to work benefits include:

- Staying fit, healthy and focused
- Avoid expensive petrol, parking and public transport costs
- A huge range of tax free bikes and safety equipment from one convenient location
- Spread the cost throughout the year with manageable reductions direct from your salary

TES Magazine subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Pension Scheme

As an employee of Pathfinder Multi Academy Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings):

Support Staff Pension Scheme

Pathfinder contributes an additional 20.4% of your salary

Teachers' Pension Scheme

Pathfinder contributes an additional 28.68% of your salary

Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their worries, the Employee



Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Specialist information on work-life balance
- Financial and legal advice
- Management consultation to support those responsible for managing others
- Up to six sessions of face to face or telephone counselling
- Access to online Cognitive Behavioural Therapy (CBT)
- Information on local services such as elder care and childcare

Discounted bus travel

As part of the First Bus Commuter Travel Club, Pathfinder staff benefit from discounts on work and leisure travel using First Bus services. The benefits of the Commuter Travel Club include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel within your chosen zone
- Mobile tickets delivered straight to the free First Bus App
- Automatic monthly ticket renewal
- Spread the cost of annual travel
- Price frozen for 12 months