

# Job Description

**Title: Learning Consultant (IT)**

**Project Team:** Teaching Staff

**Reports to:** Curriculum Leader

**Grade:** Mainscale/UPS

**Responsible for:** Curriculum Programme

# Key Duties and Responsibilities

* To be responsible for adding value to every learner in each teaching group benchmarked against national criteria and data;
* to deliver, plan, and prepare lessons in accordance with the planned curriculum;
* to deliver learning by utilising Academy Policies;
* to work as part of, and contribute to, an exceptional area that ensures creative and innovative learning and teaching occurs in every lesson.

# Teaching and Learning

* Use a variety of learning and teaching strategies to deliver outstanding lessons to all students ensuring pace and challenge are maintained;
* understand and integrate the use of new technologies into learning experiences in order to raise levels of achievement;
* plan lessons and extend learning opportunities in line with Schemes for Learning;
* ensure curriculum intent is clear;
* to differentiate learning appropriately, taking into account individual learner needs;
* make use of extended learning opportunities;
* participate in the Academy’s Quality Assurance programme and its agreed framework;
* work effectively and creatively using the full range of resources available, including other adults and mentors;
* provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction;
* adhere to the Trust’s Positive Behaviour Policy and ensure implementation in everyday life at the Academy;
* regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning;
* report, as required, in line with the Trust’s reporting processes to a variety of stakeholders including students, parents/carers, and the Senior Leadership Team;
* mark work in accordance with the Academy’s assessment practice providing both formative and summative feedback on a regular basis;
* to take responsibility for individual professional development and use the outcomes to improve learning and teaching;
* to demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives;
* to be aware of the Trust’s Anti-Bullying Policy and support students as necessary;
* to maintain good order and behaviour for learning among students, particularly in regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere.

# Wider Professional Effectiveness

* Participate and actively engage in CPD;
* demonstrate ongoing improvement in your role as a result of Professional Development;
* liaise appropriately with colleagues.

# Role Model

* Ensure that ‘no student is left behind’, in their academic and personal development;
* conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping;
* build team commitment amongst students and staff alike;
* engage and motivate students and staff to do their best by doing your very best;
* demonstrate a positive approach to your professional duties.

# Additional Components

* To consistently uphold the Academy’s aims and strive to attain Academy targets;
* to work in an enthusiastic, cooperative. and polite manner to enhance the Academy’s reputation;
* to work with students in a courteous, positive, caring, and responsive manner;
* play a full part in the life of the Academy’s community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example;
* carry out duties in line with all policies and promote a positive, harmonious working environment;
* the job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.

# Health and Safety Responsibilities

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the Academy and Trust, and to undertake risk assessments as appropriate;
* the Academy site is a designated no smoking site.

**Person Specification**

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| **Criteria** | **Essential (E) or Desirable (D)** |
| **Education & Qualifications** | * Qualified teacher status (E) * Good honours degree (E) * Continuing good record for professional development (D) |
| **Skills, abilities, and experience** | * Achievement of high standards (D) * Awareness of the value of assessment data in raising standards (D) * Use ICT to enhance learning (D) * Effective verbal and written communication (E) * Ensure that the educational needs of all children are met (E) * Skills to teach all Key Stages (D) |
| **Curriculum Knowledge** | * Planning for all areas of learning meets the needs of all students (E) * Assessment procedures used to inform planning for teaching and learning for all students (E) * Understanding effective inclusion practice (E) * A broad and balanced curriculum for all students (D) |
| **Disposition** | * Clear understanding of how students learn and how their needs can be met (E) * Clear understanding and commitment to equality principles and practices (E) * Determination to overcome barriers, including attitudinal barriers to the effective inclusion of all students (E) * A commitment to high standards for all (E) * A commitment to self and Academy improvement (E) |

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**