



Job Description

Job Title:	Learning Manager
Salary:	Grade C1 scale point 12-17 (£22,724 - £24,745 actual salary)
School:	Lawnswood
Hours:	37 hours per week, TTO plus 5 Training Days
Responsible to:	Curriculum Leader

Learning Manager Role:

To work under the guidance of the Curriculum Leader and within an agreed system of supervision, to implement agreed work programmes with individual groups or students, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and may involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. You will need to respond to questions and generally assist pupils to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined and no element of professional judgement is required.

To provide administrative and organisational support to the curriculum area. Key duties will be the preparation of teaching materials, organisation of resources and display work.

Main Classroom Duties:

1. To supervise cover lessons delivering pre-prepared resources.
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
3. To use specialist (curricular/learning) skills/training/experience to support pupils' learning.
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
5. To support pupils consistently whilst recognising and responding to their individual needs.
6. To monitor and evaluate pupil responses to learning and intervention activities.
7. To undertake marking of pupils' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.

8. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and procedure, encouraging pupils to take responsibility for their own behaviour and assist them in developing and displaying appropriate behaviours.
9. To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed by the teacher.
10. To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment.
11. To invigilate in class assessments and tests.
12. To implement local and national learning strategies – literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
13. To provide feedback to pupils in relation to progress and achievement.
14. To promote the inclusion and acceptance of all pupils within the classroom and/or behaviour areas.
15. To receive and supervise pupils excluded from or otherwise not working to a normal timetable, and to support their access to learning by using appropriate strategies and resources.
16. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
17. To promote independence and employ strategies to recognise and reward achievement of self-reliance.
18. To work with the teachers and colleagues to establish an appropriate learning environment.
19. To provide objective and accurate feedback and reports as required to colleagues on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

Main Administrative Duties

20. To provide general administrative support - administer course work, produce worksheets for agreed activities.
21. To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.
22. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
23. To determine the need for, prepare and maintain general and specialist equipment and resources.
24. To help pupils to access learning activities through specialist support.

25. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
26. To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
27. To contribute to the overall ethos/work/aims of the school.
28. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
29. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
30. To recognise own strengths and areas of expertise and use these to advise and support others.
31. To attend and participate in regular meetings, training and other learning activities as required.
32. To supervise pupil's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.

Whole School Responsibilities:

33. To partake in a daily duty at social times, to support student safety and wellbeing.

Any Special Conditions of Service:

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term-time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

I have read, understand and agree to the job description:

Signed Date

Witnessed by Date

PERSON SPECIFICATION

Job Title: Learning Manager

School: Lawnswood

Pay Range: Grade C1 SCP 12-17

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Very good numeracy/literacy skills</p> <p>Can use ICT effectively to support learning</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p>	<p>Application form and selection process. Certificate where appropriate</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Use of other equipment technology – video, photocopier</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Application Form Qualification</p> <p>Application form</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Experience working with children of relevant age</p> <p>Understanding of classroom roles and responsibilities and your own position within these</p> <p>Understanding of principles of child development and learning processes</p>	<p>Application form and selection process. Certificate</p> <p>Application form</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Experience of teaching.</p>	
<p>QUALIFICATIONS/TRAINING</p> <p>Level 4 or C grade in GCSE English & maths.</p> <p>Level 3 Qualifications.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate first aid training</p> <p>Degree level qualification related to the curriculum area.</p> <p>Minibus driver</p> <p>Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.</p>	<p>Application form</p> <p>Certificate</p>