



## JOB PROFILE

<b>Job Title:</b>	Learning Manager	<b>School/Department:</b>	Temple Learning Academy
<b>Salary Grade:</b>	FTE:C3, £27,852 - £29,439 Actual salary: £23,855 - £25,214	<b>Working Hours:</b>	8.00am – 4.20pm Monday to Thursday Friday – 8:00am – 3.50pm
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Leeds

**Responsible to: Deputy Principal (Secondary)**

### Role summary:

Are you looking for a new and worthwhile role where you can have a genuine impact on the positive outcomes of our children? Are you compassionate, friendly and approachable? We are offering YOU the opportunity to join TLA in a truly rewarding Learning Manager role, supporting our students and guiding them to achieve their full potential!

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

### Special conditions of service:

No smoking policy, including e-cigarettes.

### Role specific responsibilities:

- The post-holder will be expected to work under the guidance of teaching/senior staff and the Academy Leadership Team to support the highest quality teaching and learning that meets the needs of all pupils and contributes to the achievement of the Academy's vision and aims.
- The post-holder will be required to use detailed and specialist curriculum/learning, skills and experience and work in or out of the classrooms to support the learning of pupils through taking responsibility for the preparation and delivery of agreed learning activities.
- The post-holder will be responsible for monitoring and assessing, recording and reporting on pupils' learning, progress and development.
- The post-holder will be expected to liaise with teachers to communicate with parents, carers and families as partners in their children's learning.

### RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.



## Red Kite Mission, Values & Leadership Expectations

### Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives

### Our Trust Values

**Collaboration:** we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective

**Integrity:** we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice

**Respect:** we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

### Our Leadership Expectations

**Coach your Team:** our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

**Lead with Respect:** our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

**Challenge for Excellence:** our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to relate well to all adults and children	√	
Excellent teamwork and good Written and spoken communication skills	√	
Excellent organisation, time management and negotiation skills	√	
Excellent administration and clerical skills, including keeping records of learning and making learning resources and displays	√	
Good numeracy and literacy skills	√	
Good IT and basic technology skills to support learning (e.g. computer, tablet, video, photocopier)	√	
High levels of motivation and enthusiasm and a "can do" attitude	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√
Commitment to exploring opportunities to work across different phases in an all-through Academy		√
Qualifications, Knowledge and Experience	Essential	Desirable
Full commitment to participating in development and training opportunities	√	
GCSE (or equivalent) Maths and English at Level 2 (Grade C/4 or above)		√



Completion of DfES Teaching Assistant Induction Programme		√
Relevant first aid qualifications		√
Experience working with children of relevant age	√	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	√	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to child protection, health, safety and security, confidentiality and data protection		√
Understanding classroom roles and responsibilities and your own position within these	√	
Training in relevant strategies, e.g. literacy and/or in particular curriculum or learning area		√
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	√	
Ability to maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	√	

