

## **JOB PROFILE**

**Post:** Learning Manager

**Responsible to:** The Principal / DSL

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### **JOB PURPOSE**

To support learning through the use of data, strategic intervention and monitoring in order to maximise student attainment.

### **MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

To monitor all students in the year group, both academically and with behavioural issues.

Working closely with the SLT on Intervention Strategies, targeting students for intervention, i.e. coursework completion and other issues which may present a barrier to learning.

Work as part of the UTC Student Support team with regard to inclusion, Safeguarding and support any shared services.

To provide support for students, the teacher and the UTC in order to raise standards of achievement for all students (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of UTC life.

Be aware of, and support differences to ensure all students have equal access to opportunities to learn and develop.

Coordinate information advice and guidance (IAG) processes for each key stage group of learners including UCAS and Higher Education Partnerships.

To utilise the SIMs system in order to track and intervene with serial internal truants or students who are consistently late for lessons and to promote good attendance.

To have emphasis on intervention and student tracking throughout the day using the tracking system.

Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.

Use behaviour management strategies, in line with the UTC's policy and procedures.

Liaise with tutors and Curriculum Directors regarding student behaviour/progress.

Encourage and motivate students to maximise their learning potential.

To supervise students prior to formal examinations and act as invigilator / scribe / reader where necessary.

Act as a link to Student Voice.

Act as a link between the UTC and parents/carers on non-departmental issues.

## **GENERAL**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos.

## UTC OLP - Learning Manager

PERSON SPECIFICATION	Essential / Desirable E/D
<b>Qualifications</b>	
Level 2 English and Maths	E
Level 3 qualification or demonstrable suitable experience at this level	E
Level 6 qualification (degree or equivalent)	D
<b>Experience</b>	
Experience of monitoring learner progress in ways that deliver excellent outcomes	E
Experience of facilitating learning with students	E
Experience of providing pastoral support including doing 1:1 support sessions with students	E
Experience of working with other agencies e.g. schools, youth service, social services, voluntary sector	E
Knowledge and experience of working with SEND/inclusion strategies	D
Experience of supporting UCAS applications	D
Recent experience of Safeguarding	D
<b>Competencies</b>	
Demonstrate a high level of competency in the use of IT applications e.g. Word, Excel	E
Ability to assess own contribution to the work of the UTC	E
Ability to obtain and verify information about learner's educational achievements and needs, and to develop a comprehensive profile of learner's educational achievements and needs.	E

Ability to help learners transfer their learning to other parts of their lives.	E
Ability to provide a good role model to learners.	E
Ability to work in an effective partnership with UTC staff, parents/carers and other agencies.	E
Sound organisational and basic work skills including working to deadlines, record-keeping.	E
Empathy with young people facing barriers to their learning.	E
Knowledge of curriculum qualifications	D
An understanding of and a genuine commitment to Equal Opportunities including contributing to diversity policies and programmes in relation to discriminatory behaviour.	E
Ability to operate safeguarding procedures to best effect	E