

## LEARNING MANAGER - MODERN FOREIGN LANGUAGES Job Description

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**Salary:** JCBA Grade E-F: £33,000-£50,809 per annum

### Terms and Conditions of Employment (key points)

- 200 learner contact days per year
- Staff work hours: 08:20 until 17:10 Monday to Thursday with a 15:55 finish on Friday

### Key Responsibility

- Plan, organise and deliver a world class learning programme that guides and encourages learners to develop and fulfil their academic potential in MFL at pre-16.

### Generic Requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.

### Specific Requirements of Post

- Deliver outstanding learning experiences for young people that engage and excite.
- Plan, prepare and deliver learning activities that facilitate active experiences for young people.
- Identify opportunities within the curriculum to provide value added experiences.
- Develop schemes of work in conjunction with relevant staff.
- Plan for all lessons by using adaptive teaching to suit the needs of the learners in each group, conforming to the requirements of The JCB Academy.
- Establish and communicate clear objectives for all learning activities.
- Prepare thoroughly and at all times for learning activities.
- Provide a variety of learning materials and resources for use in educational activities, and identify and select different resources and methods to meet learners' varying needs.

- Use relevant technology to support the learning process and ensure that all such learning resources are available to learners.
- Observe and evaluate learners' performance and development.
- Set and grade learners' work, provide appropriate feedback and encourage and monitor the progress of individual learners, in line with the academy's Assessment Policy.
- Maintain accurate and complete electronic records of all learners' progress and development and update all necessary records accurately and completely as required.
- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Perform certain pastoral duties including, but not limited to, learner support, counselling learners with academic problems, and providing learner encouragement.
- Participate in extra-curricular activities such as social activities, sporting activities, clubs, learner organisations and residential.
- Participate in subject, academy and parent/carer meetings, and communicate necessary information regularly to learners, colleagues and parents/carers regarding learner progress and learner needs.
- Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to schemes of work and lesson plans as appropriate.
- Undertake duties in accordance with the duty rota.
- Carry out additional tasks at the request of the Principal.

### **Key Accountability Measures**

- All learners and groups taught achieve at least 80% progress.

## LEARNING MANAGER - MODERN FOREIGN LANGUAGES Person Specification

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) grade C or equivalent or above in English and mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification or equivalent.</li> <li>• Modern Foreign Languages degree.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good teacher.</li> <li>• Good results.</li> <li>• Contribution to extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Outstanding teacher.</li> <li>• Outstanding results.</li> </ul>
<b>Core Professional Competencies</b>	<p>The successful candidate will be skilled at:</p> <ul style="list-style-type: none"> <li>• Setting high expectations and fostering a culture of continuous improvement.</li> <li>• Building a professional learning community.</li> <li>• Building positive relationships with all stakeholders.</li> </ul> <p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have an understanding of the national curriculum and vision for the future.</li> <li>• Understand how to use adaptive teaching to suit the needs of all learners.</li> <li>• Have the potential to grow into an outstanding leader.</li> <li>• Be prepared to take risks and learn from their mistakes.</li> </ul>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Generic Competencies</b>	<ul style="list-style-type: none"> <li>• Learner focused.</li> <li>• Enthusiastic.</li> <li>• Effective interpersonal skills.</li> <li>• Empathetic, good listener and communicator.</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity in problem solving.</li> <li>• Adaptability.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>	