**Job title:** Learning Manager

**Salary Scale:** C1

**Reporting to:** Senior Leadership Team

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| **Overall purpose of the post:**   * To provide high quality support to assist the academy in implementing excellent standards of teaching and learning, by ensuring that there is a safe, orderly and structured learning environment for all students in the absence of teaching colleagues and that designated work is completed. |

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| **Key Responsibilities:**   * To supervise a class or group of students who will be carrying out work set by a teacher; managing the behaviour of those students; dealing with issues that arise; and reporting back.   **Key Tasks:**   * To be responsible for the active supervision of classes throughout Years 7 to 11, including form time * To ensure, through active delivery, that students complete any work or tasks set for them by subject staff; engaging with the students, providing explanation and guidance to support their learning * To ensure that students have the necessary resources to complete their work * To maintain good discipline within the classroom and around the Academy, following the Academy’s Behaviour Policy * To ensure the health and safety of themselves and the students in their care * To register each class using the PARS system * To liaise with teaching staff regarding work set * To provide feedback from classes where appropriate/required regarding student progress * To prepare and develop resources / offer administrative support as required by colleagues/departments when the cover requirements allow |

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| **Key Tasks continued:**   * To attend team and staff meetings as requested * To undertake any training that may be deemed necessary * To undertake a weekly duty * To undertake as requested by senior staff any other tasks commensurate with the general nature of the post * To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures. * The post holder must carry out his/her duties with full regard to the Academy’s Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. |

**Note:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder’s responsibilities and duties.

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| I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher. | |
| Name: | Signature: |
| Date: |  |