



JOB PROFILE

Job Title:	Learning Manager - Humanities	School/Department:	Temple Moor High School and Sixth Form
Salary Grade:	C3	Working Hours:	37 hours per week
Contract Type:	<i>Permanent</i>	Location:	Leeds

Responsible to:
Leader of English

Role summary:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers in the management/preparation of resources. Staff will also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Learning Managers will need to respond to questions and generally assist students to undertake set activities. The balance of cover supervision to administrative support within the learning manager role will be approximately 50/50 over the course of a year. Marking and assessment activities are limited to those where answers are predetermined and no element of professional judgement is required.

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.

Requirement to occasionally work outside of school hours and off school premises as required by the school.

Main Responsibilities:

- To use specialist (curriculum/learning) skills/training/experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom, including by implementing actions on SEND plans and passports.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To implement consistently the school's 'Behaviour for Learning' system.
- To provide feedback to students in relation to progress and achievement.
- To work with the teacher to establish an appropriate learning environment.
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- To monitor and evaluate students' responses to learning activities.
- To provide objective and accurate feedback and reports to the teacher, as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records as requested.
- To undertake marking of students' work which have predetermined answers and involve no element of professional judgement or assessment. Accurately recording of achievement/progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.



- To follow the school's policy in relation to working with young people.
- 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.
- To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To provide general clerical administrative support e.g. admin relating to the planning of enrichment activities, processing of assessment data, the administration of speaking and written assessments, production of worksheets for agreed activities, maintenance of spreadsheets etc.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To implement local and national learning strategies e.g. literacy, KS3 and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To help students to access learning activities through specialist support.
- To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To be aware of, and support differences, and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To attend and participate in regular meetings, training and other learning activities as required.
- To supervise students on visits, trips and out of school hours learning activities which fall within the remit and hours of the post, as required.
- To undertake supervision of students' out of hours learning activities, which fall within the remit and hours of the post.
- To take part in the Performance Appraisal process employed at the school.

Experience/Aptitudes:

Ability to:

- Communicate effectively with staff at all levels within the school.
- Relate well to young people.
- Take initiative and work independently.
- Work to high levels of accuracy.
- Practice and plan to ensure completion of tasks.
- Demonstrate experience working with children of relevant age.

Qualifications/Training

- Very good numeracy/literacy skills.
- NVQ Level 3 for Teaching Assistants or equivalent qualification or experience.
- 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.
- Appropriate first aid training.

Knowledge/Skills:

- Can use ICT effectively to support learning.
- Use of other equipment technology – iPads, photocopier.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national curriculum and other relevant learning programmes/strategies.



- Understanding of principles of learning and how this can be promoted.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Problem solving.
- Negotiation.
- Organisational/administrative.
- Communication.
- Forward thinking.
- Ability to work positively and effectively with young people.
- Respond positively to feedback as a basis to develop.

Characteristics:

- Excellent attendance record.
- Sense of humour.
- Hard working.
- Willingness to be flexible and work to meet the best interests of the school.
- Self motivated.
- Team worker.
- Willing to undertake training and professional development.
- Presence.

Relationships

- The post holder will be required to work flexibly to deliver an efficient service.
- There will be regular contact with students, colleagues, other members of staff, line managers and internal and external customers.

Physical Conditions

- The post is currently based at Temple Moor High School Science College.
- School has access by stairs and lift and is accessible by disabled persons.
- This post is subject to an enhanced Disclosure and Barring Service check.
- The school operates a non-smoking policy.

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.

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Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Commitment to raising levels of achievement for all students.	✓	
Commitment to equality of opportunity.	✓	
Commitment to the safeguarding of our students.	✓	
Ability to work under pressure and meet deadlines.	✓	
Committed to continuing professional development.	✓	
Committed to promotion of fundamental British values.	✓	
Qualifications, Knowledge and Experience	Essential	Desirable
Experience of working with young people and developing them.	✓	
Good organisational skills.	✓	
GCSE level of education	✓	
A good level of appropriate ICT skills, and well developed literacy and numeracy skills.	✓	
Ability to relate well to children, and build positive relationships.	✓	
Good written and spoken communication skills.	✓	
Negotiating skills.	✓	
Classroom experience.		✓
Experience of working with pupils within an agreed behaviour management policy.		✓
Experience of working with other adults in lesson planning.		✓
Ability to monitor and evaluate pupil responses to learning activities.		✓
Equivalent to NVQ 3.		✓
Good skills across a range of audiences.		✓

