

JOB PROFILE

Post: Learning Manager

Salary: £25,135 - £26,647

Responsible to: Attendance and Behaviour Lead

JOB PURPOSE

To support students during their journey at Derby Manufacturing UTC.

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 work with both Learning Support and Student Welfare to help develop student experiences whilst at the UTC
- To work closely with the Attendance Lead to monitor students' attendance across the UTC and follow set procedures and implement support programmes for those students of concern
- To work closely with the Behaviour Lead to monitor students' behaviour across the UTC and implement strategies and support programmes
- To undertake 1:1 sessions with students who need further assistance, whether this be academically, behaviour or of any other nature
- To support students in their post UTC futures – helping to organise future option events
- To support students in gaining meaningful work experience opportunities
- To undertake work experience visits whilst students are out on placement
- To support the development of our PSHE programme
- To provide cover for absent colleagues as required

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.

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.

Learning Manager

PERSON SPECIFICATION	Essential / Desirable E/D
Qualifications	
Level 3 qualification or demonstrable suitable experience at this level.	E
Teaching qualification or willingness to undertake	D
Level 6 qualification (degree or equivalent)	D
Level 2 English and Maths	E
Experience	
Experience of supporting attendance procedures	E
Experience of working with students with behaviour concerns	E
Experience of working with other agencies serving schools e.g. youth service, social services, voluntary sector	E
Knowledge and experience of working with SEND/inclusion/Gifted and Talented strategies	D
Experience of supporting or leading Careers Advice	D
Experience of supporting or leading work experience placements	D
Experience of delivering or supporting PSHE programmes	D
Competencies	
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 student's educational achievements and needs, and to develop a comprehensive profile of student's educational achievements and needs.	E

Ability to help students to transfer their learning to other parts of their lives.	E
Ability to provide a good role model to students.	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 Post-16 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

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS), check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

The Derby Manufacturing UTC is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment.