



LAURUS

TRUST

Job Description & Person Specification

Learning Manager



Learning Manager

Salary: Scale 4

Purpose of the post: To provide stability and continuity for students whose lessons are affected through short-term teaching staff absence and to provide support to teaching staff and students.

Reporting to: Deputy Headteacher (Pastoral)

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Duties

- Using clearly structured teaching and learning activities, to interest and motivate students and advance their learning
- To communicate effectively and sensitively with students to support their learning
- To use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment
- To advance students' learning in the classroom settings where the assigned teacher is not present.
- To organise and manage safely the learning activities, the physical teaching space and the resources for which they are given responsibility
- To write evaluations of the covered lesson to inform staff of good/bad points of lesson.
- To support the team with administration duties when not required for cover during the working day.
- To undertake training in classroom management on appointment and update as appropriate.
- To make use of the school disciplinary and reward systems
- To be available for lunchtime supervision when required
- To supervise the Breakfast Club from 8.00 to 8.30am (if needed).
- To support the Examination Officer with examination administration and invigilation of internal and external examinations when required.
- To work under the direction of the Support Staff Line Manager and assist in the daily cover administration process.
- To accompany visits and field trips as required.
- Any other reasonable task requested from the Head of school.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

Attributes	Essential	Desirable	How identified
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Administration experience • Experience of working in a school environment • Sound knowledge and experience of PC based applications 	<ul style="list-style-type: none"> • Experience of working with confidential information 	Application Form/ Interview
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Minimum Maths & English GCSE (A*-C) or equivalent • Numerate/literate • Willingness to undertake further training 	<ul style="list-style-type: none"> • Awareness of current issues in the Education 	Application Form/ Interview
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good practical skills in using Microsoft Office including Word, Excel and PowerPoint • Good communication skills (oral and written) 	<ul style="list-style-type: none"> • First Aid at work certificate • Experience of SIMS 	Application Form/ Interview
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Excellent time management, administration and organisation skills • Ability to work accurately to tight deadlines • Ability to remain calm under pressure • Professional welcoming demeanour • Ability to be flexible • Good team player/ability to accord with fellow workers • Ability to work on own initiative and prioritise effectively • Willingness to develop professionally 		Application Form/ Interview

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



Laurus Trust
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laurustrust.co.uk