



## Job Description – Learning Manager

<b>Purpose:</b>	To provide stability and continuity and take responsibility for agreed learning activities under an agreed system of supervision for students whose lessons are affected through short-term teacher absence. To establish a purposeful learning atmosphere in a classroom and ensure that student behaviour and learning is managed to the highest standards. To monitor, assess, record and report on students' achievement, progress and development.
<b>Reporting to:</b>	General Operations Manager
<b>Liaising with:</b>	Students during cover periods - whole classes
<b>DBS Check</b>	Enhanced Level
<b>Working Time</b>	36 hours 40 mins a week, 191 days (term time plus one training day)
<b>Salary</b>	Grade 5, Points 18-23, £31,537 - £34,434 (£26,453 - £29,799 pro rata applied)

### Specific Duties

- Provide classroom management to classes in the absence of a teaching member of staff (up to a maximum of ten consecutive days for the same member of staff but across a number of classes on a daily basis)
- Create a purposeful and orderly environment in which students can complete work set by the classroom teacher
- Support Faculties with administration duties when not required for cover during the working day
- Undertake training of new staff to the role
- Implement the school behaviour management (disciplinary and reward) systems
- Circulate and minute faculty agendas and meetings
- Undertake break duty and end of day duty as required
- Invigilate internal and external examinations when required
- Accompany visits and out of school learning activities as required and take responsibility for collecting trip monies
- Be a Personal Learning Guide
- Support the development of learning resources
- Mount displays
- Plan, prepare and undertake routine marking
- Liaise with a Year Manager to assist with the behaviour management within a specific year group and manager personal learning catch up.



**General Duties**

- Work with the General operations Manager to identify resource needs and to contribute to the efficient / effective use of physical resources
- Actively promote the school’s policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
- Be a role model and actively promote the school’s Rights Respecting agenda
- Understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all
- Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students)
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities at a similar level as may be agreed with the Head teacher

*Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

***This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.***

***This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.***

**This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**Date: February 2026**

**Headteacher Mr J Cregg**



## Person Specification – Learning Manager

	Essential / Desirable	Application/ Interview
<b>Qualifications</b>		
A*-C (4-9) grade in G.C.S.E. English and Maths 2 GCE Advanced levels or equivalent qualification	<b>E</b>	<b>A</b>
At least one 'A' level or equivalent	<b>E</b>	<b>A</b>
First Aid at work certificate (desirable)	<b>D</b>	<b>A</b>
Fire Marshal Training	<b>D</b>	<b>A</b>
<b>Experience</b>		
recent management people	<b>E</b>	<b>A/I</b>
presenting information to a variety of audiences	<b>E</b>	<b>A/I</b>
working in a team	<b>E</b>	<b>A/I</b>
working on your own initiative	<b>E</b>	<b>A/I</b>
using Microsoft office applications – word, outlook, power point and internet access	<b>E</b>	<b>A/I</b>
<b>Skills and Abilities</b>		
build and maintain effective relationships with all students & colleagues	<b>E</b>	<b>A/I</b>
work with students at all levels regardless of specific individual need and to identify learning styles as appropriate	<b>E</b>	<b>A/I</b>
use and interpret data	<b>E</b>	<b>A/I</b>
assist and support colleagues as workload dictates	<b>E</b>	<b>A/I</b>
communicate and listen effectively, verbally and in writing	<b>E</b>	<b>A/I</b>
be organised under pressure, to complete tasks to deadlines, re-prioritising own work-load if necessary	<b>E</b>	<b>A/I</b>
be creative	<b>E</b>	<b>A/I</b>
provide small group tuition as part of the school's intervention strategies	<b>E</b>	<b>A/I</b>
make use of I.C.T. to support learning	<b>E</b>	<b>A/I</b>



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set high standards for yourself and the school environment	<b>E</b>	<b>A/I</b>
relate to and promote the ethos of the school	<b>E</b>	<b>A/I</b>
undertake training as required	<b>E</b>	<b>A/I</b>
be punctual	<b>E</b>	<b>A/I</b>
Excellent attendance record (*)	<b>E</b>	<b>A/I</b>
work occasionally out of hours work to support school functions	<b>E</b>	<b>A/I</b>