**JOB DESCRIPTION**

**Job Title: Learning Manager**

**Grade: C1**

**Working Hours: Full Time, Term Time only + 5 days, 37 hours per week**

**Responsible To: Senior Learning Manager**

# Purpose of the post:

Provide supervision of students across Key Stages 3 and 4 in the short-term absence of teaching staff. Support teaching staff in specific curricular areas and assist with break and lunchtime supervision.

**Specific Responsibilities**

* Supervise cover lessons where the work has been prepared by a qualified teacher. Select and use a range of different learning resources and equipment.
* Undertake the marking of pupils’ work which has predetermined answers and that involves no element of professional judgement or assessment.
* Accurate recording of achievement/progress.
* Contribute to the development of learning strategies to help raise achievement.
* Research, prepare and coordinate resources to support teaching and learning.
* Manage pupil behaviour in the classroom and on school premises; apply ‘Priesthorpe Pathways’ consistently.
* Invigilation of exams and tests as required.
* Provide general administrative support to specific subject departments and faculties, as required.
* Participate in team and whole staff meetings.
* Attend Meet Your Coach days and engage in purposeful, productive dialogue with pupils and parents/carers.
* Promote a stimulating learning environment which encourages high expectations from both staff and students.
* Undertake pastoral duties, such as the role of coach, and supporting pupils.
* Support the implementation of whole school practice in curricular and pastoral areas.
* Ensure Health and Safety procedures are adhered to.
* To perform other reasonable tasks as required by the Line Manager.

**Management (implementation) including Performance Management**

* Be accountable for own performance management, setting challenging objectives/targets in line with the school priorities and to develop best practice.
* Maintain up-to-date knowledge of relevant school systems and policies.
* Support the implementation of the school’s Performance Management policy.

**Monitoring**

* Actively monitor systems to achieve efficiency and value for money.
* Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

**Evaluation**

* Evaluate impact of resources and systems.
* Contribute to the evaluation of impact of CPD on quality of Teaching and Learning across the school.

**Other**

* Responsible for a student coaching group.
* Priesthorpe expects all employees to uphold the duty to safeguard and promote the welfare of learners.

**Strategic Direction and Development**

The post holder will be expected to support the development and progress of the school, its students and staff. All staff are expected to:

* Facilitate open and clear lines of communication with all stakeholders.
* Contribute to the school’s development and implementation of policies, including inclusion.
* Support all staff in achieving the school’s priorities and targets.
* Ensure parents are well informed about the school and their child’s progress.
* Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
* Promote an inclusive environment and support the development of strategies to improve attendance.

**Working with Staff**

The post holder will promote positive and professional working relationships between all staff within the Department and school. They will also be expected to:

* Support the implementation of the school’s Performance Management policy.
* Follow the school’s quality assurance processes.
* Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.
* Promote an inclusive environment and support the development of strategies to improve attendance.

**Integrity**

We expect our students, staff, parents and governors to act with integrity at all times. Day to day, this means courteous and positive communications with each other, always being honest with themselves and others, and representing themselves and the school *at all times* in a truly positive way. This forms part of our ethos.

**Our Policies**

The postholder will fully support and champion, Child Protection, Equality and Diversity, Safeguarding and the Prevent agenda at all times, as appropriate.

**Effective Deployment of Staff and Resources**

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to: Take advice on establishing priorities for expenditure and the cost effective use of resources; work within the school’s Quality Assurance framework.

**NOTES**

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_