



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Learning Manager
Grade	F (SCP 17-22)
Contract	36 hours per week, term time only
Working pattern	Monday – Thursday 7:30am – 3.30pm and Friday, 7:30am to 3.15pm
Actual salary	£25,722.34-£27,942.02
Responsible to	Appointed member of the Senior Leadership Team
Responsible for	N/A

Core Purpose

The role of the Learning Manager is to ensure a safe and engaging working environment for classes whose teacher is absent in order for all students to be able to access and complete the work set by the member of teaching staff. You will also be expected to manage the behaviour of the class, in accordance with the school's behaviour policy.

Job Description

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Create a purposeful, orderly environment where students can complete work set by the classroom teacher
- 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
- Use specialist (curricular/learning) skills/training/experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Keep up to date with students' SEN profiles to inform effective classroom practice
- Provide objective and accurate feedback and reports as required, to the Curriculum Leader with regards to cover lessons set
- Administer and assess routine tests and invigilate exams/tests in liaison with appropriate staff
- Provide clerical/administrative support such as photocopying, printing, stock taking, putting up and maintaining displays, data input and retrieval, minuting meetings, record keeping
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- In the absence of cover duties to be deployed by SEND team to support in lessons where required under the guidance of the class teacher
- Supervising groups of students on off-site activities and accompanying school trips and visits as required
- Undertake duties as required

Support with supervising breakfast club and after school detentions.

Contribution to Whole School

- Create and maintain good working relationships with all members of the school community
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discrimination
- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example
- To promote actively the school's corporate policies
- Maintain a high level of confidentiality due to the nature of the work undertaken
- To commit to the safeguarding of all children and young people
- To carry out supervision duties as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Attend and participate in relevant meetings, training and other learning activities, and performance development as required
- Contribute to a positive ethos within the school

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.