



Rossett School
Success for everyone

JOB DESCRIPTION

- Post:** Learning Manager
- Responsible to:** Nominated teacher during cover lessons and line managed by Associate Assistant Headteacher
- Pay and Conditions:** 32.5 hours per week
Pay Grade F Point 8
Term time only + training days
- Job Purpose:**
- To provide cover supervision for absent teaching staff and to facilitate teaching and learning across Key Stage 3 and Key Stage 4.
 - To support teaching and learning throughout the school.
 - To assist with the smooth and efficient running of the school including break and lunchtime duties, data input and exam invigilation.
 - To undertake other non teaching duties as directed

Principal Tasks:

- To cover lessons in the absence of the timetabled teacher, supervising the delivery of the cover work by effectively communicating the work set to students, maintaining good order in the class and ensuring students are on task so that learning can take place.
- To ensure that the resources needed in order to effectively deliver the covered lessons are obtained prior to the lesson.
- To provide brief feedback to teachers on the delivery/outcome of the covered lesson.
- To develop classroom management skills to ensure an appropriate, positive classroom atmosphere is maintained for effective learning.
- To ensure opportunities are taken to develop students' literacy, numeracy and ICT skills.
- To foster a climate of positive attitude towards learning.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To assist in classes to support delivery of subject lessons alongside the timetabled teacher as required.
- To work with teaching staff to design a lesson bank in order to enhance generic key skills.
- To participate in training prior to undertaking supervision and then ongoing as required.
- To participate in school meetings as required to facilitate the flow of information.
- To undertake staff duties for absent colleagues.
- To be on duty at break and lunchtime in dining halls and other areas as required to promote good behaviour and build good relationships with students
- To undertake faculty or year roles in identified periods when not required for cover.
- To be involved in identified initiatives and their monitoring and evaluation.
- To take responsibility for displays around the school.

Other duties and responsibilities

- To supervise students on educational visits and out of school activities.
- To undertake exam invigilation as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Participate in training and other learning activities and the school's performance appraisal process.
- To carry out other duties commensurate with the post, as required by the Headteacher.

Key accountabilities for all staff

All Rossett School staff are expected to:

- be committed to safeguarding and promoting the welfare of children and young people and follow the Safeguarding Policy.
- to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
- carry out all duties in the context of, and in compliance with, the school's policies and procedure.
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in their job description.
- participate in any CPD activities and Performance Appraisal and contribute to the identification of development needs.
- have respect and care for students, colleagues and all other adults they come into contact with.
- set the highest possible standards through the ways in which they behave, talk to each other and strive for excellence in all that they do.
- create opportunities to support the school's vision.
- be courteous at all times, providing a welcoming environment for visitors and dealing with telephone calls in a professional manner.
- support the school's Uniform Policy for students and echo this through a professional and business-like mode of dress.

This Job Description is to be read in conjunction with further guidance on the use of Learning Managers at Rossett School.

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their teams, or the school's development and improvement. Equally, the Headteacher may make additional, reasonable requests of colleagues in pursuit of the effective operation of the school.

All staff are 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.

Rossett School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.

Staff are expected to be courteous at all times, providing a welcoming environment for visitors and dealing with telephone calls in a professional manner.



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PERSON SPECIFICATION

LEARNING MANAGER

	Essential/ Desirable	Assessment
Philosophy <ul style="list-style-type: none"> • Commitment to helping young people achieve through education and learning • Commitment to comprehensive education • An understanding of and a genuine commitment to equality of opportunity 	<p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Application Form</p>
Qualifications <ul style="list-style-type: none"> • GCSE Mathematics & English (grade C or above) • Degree or equivalent • Good standard of ICT skills especially with Microsoft Word and Excel • Knowledge of SIMS 	<p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>Application Form</p> <p>Certification</p>
Personal Qualities <ul style="list-style-type: none"> • Hard working, well motivated, positive • Excellent attendance and punctuality record • Ability to use own initiative and have a flexible approach • Ability to cope with stressful situations • Ability to deal with sensitive information in a confidential manner • Ability to work with limited supervision and be able to problem solve • Ability to form and maintain appropriate relationships and personal boundaries with students • Empathy towards young people facing barriers to their learning • Ability to provide a good role model to young people • Excellent communication skills - oral and written • Ability to work in partnership with students, parents, staff and outside agencies • Excellent organisational and administrative skills • Willingness and aptitude to work independently and as part of a team • Willingness to take on a variety of tasks • Willingness to participate in wider school activities • Enthusiasm and commitment to the aims and objectives of the school 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>Interview</p> <p>Application Form</p> <p>Reference</p>
Knowledge <ul style="list-style-type: none"> • Experience of education system or other public organisation eg police, social services • Knowledge of how to deliver well structured lessons with clear learning objectives • Knowledge of appropriate and demanding expectations for students' learning across the ability range • Commitment to collaborative planning 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>Interview</p> <p>Application Form</p>

Additional Information - Learning Managers

The Governors have resolved to employ Learning Managers in order to:

- improve continuity of cover and consistency in cover lessons
- provide administrative support for faculties

Principles agreed for the use of Learning Managers:

- Learning Managers will be the "first call" to cover lessons and will normally work under the guidance of the Directors of Study/subject leader, to implement an agreed work programme
- External supply staff will normally be used to cover long term absence
- Learning Managers will receive the appropriate skills and training
- Learning Managers will be required to carry out other supervisory duties including invigilation and accompanying school trips
- Learning Managers will be required to undertake routine administrative tasks in support of Faculties or Year Groups when not needed for cover

Learning Manager lesson role:

- Supervise students undertaking work set by a teacher/subject leaders/Directors of Study
- Supervise students using ICT to undertake work
- Ensure the lesson is conducted in a constructive environment through the appropriate management of student behaviour
- Assist students with their work by responding to questions, giving appropriate advice, managing resources and dealing with problems they encounter
- Use school policies and procedures to deal with any emergencies as they arise
- Manage the distribution and collection of students' work and support materials
- Report back to the relevant teacher on any issues arising from the lesson
- In addition Learning Managers may contribute to the development of a lesson bank of materials for general cover lessons.

Training for Learning Managers will include:

- Range of school policies
- Detailed guidance on Health & Safety, SEND, Equal Opportunities issues and Child Protection
- Classroom management techniques, including use of the physical learning space and resources
- Behaviour management strategies
- Approaches to inclusion, risk assessment and management
- Rossett School support procedures including the Code of Discipline and Choices & Consequences
- Structures of and liaison with curriculum, pastoral and support staff
- Use of ICT to support students' teaching and learning
- Awareness of school and national Teaching & Learning strategies
- Awareness of the structure of GCSE and BTEC courses and their assessment requirements
- Requirements of invigilation
- Supervision techniques and Health & Safety on out of School activities